

ASSOCIATE OF APPLIED BUSINESS DEGREE

WORD PROCESSING/ADMINISTRATIVE SUPPORT

This program prepares students for responsible positions as administrative assistants for document processing. Document processing concepts and management theory are studied. Extensive instruction on the microcomputer prepares students for specific Microsoft Application Certification Testing. Emphasis is on developing grammar, communications and human relations skills. The sequence of major offerings starts summer and fall quarter. A general education core provides a well-rounded experience.

MISSION STATEMENT:

The Office Technologies Department provides quality instruction to students by preparing them to be successful and productive community and business leaders while emphasizing employability skills and personal attributes.

Curriculum:

108 Credit Hours

Length: 6 Quarters

Technical and Basic Requirements:

65 Credit Hours

BU115 Contract Law/5
BU120 Introduction to Business/3
DP117 Database Applications/3
DP144 Developing Business Presentations/3
DP150 Spreadsheet Applications/3
KY146 Keyboarding I/5
KY147 Keyboarding II/5
KY250 Keyboarding III/5
MA121 Principles of Management/5
OP149 Records Management/3
OP252 Machine Transcription/3
OP256 Word Language Specialist/3
OP260 Workplace Technologies/3
OP270 Office Systems and Procedures/5
WP138 Introduction to Word Processing Applications/3
WP267 Advanced Word Processing Applications/3
WP273 Advanced Document Processing Concepts/5

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

Specialized Electives:

8 Credit Hours

Choose courses at the 100 or 200 level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
OR
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN100 First Year Experience/1
UN220 Introduction to Diversity Issues/3
UN292 Portfolio Capstone/1
Any 100- or 200-level AR, EN, HI, RE, or SP course/3