

## Office Administration

Associate in Applied Science  
60 Credit Hours



### Purpose

The Office Administration Program will prepare the student for immediate employment as a highly-skilled office manager, administrative assistant, executive secretary, office assistant, customer service representative, or administration office coordinator. Whether it is in the challenging environment of the business world, legal profession, or medical environment, the Office Administration students develop skills that will meet the need of today's work requirements.

The full Office Administration Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BU 115	Business Mathematical Applications	3
or	or	
MT 123	Intermediate Algebra	
EC 241	~Principles of Economics I	3
EC 242	~Principles of Economics II	3
EN 101 or EN 101A	~English Composition I	3
PY 201	~General Psychology	3
or	or	
SO 200	~Introduction to Sociology	
or	or	
SO 215	~Human Relations	
SP 103	~Speech Fundamentals	3
<b>Major Courses</b>		
AC 111	Principles of Accounting I	3
AC 250	Computerized Accounting	3
BU 100	Introduction to Business	3
BU 120	Business Software Applications	3
BU 205	Communications in Business	3
OA 104	Document Processing II	3
OA 131	Records Management	3
OA 135	Document Processing Simulation	3
OA 220	Administrative Management	3

Students are required to choose one of the following options to complete the degree:

### Administrative Option

OA 130	Administrative Machine Transcription	3
OA 140	Office Administrative Procedures	3
	<sup>1</sup> Business Restricted Electives	9

### Medical Option

AH 108	Medical Terminology	2
BS 115	Essentials of Human Systems for Healthcare Professionals	3
OA 129	Medical Terminology and Transcription	3
OA 145	Medical Office Procedures	3
OA 230	Medical Billing and Coding	3
	<sup>2</sup> Elective	1

**Legal Option**

BU 207	Business Law	3
OA 133	Legal Terminology and Transcription	3
OA 143	Legal Office Procedures	3
OA 235	Legal Research	3
	<sup>1</sup> Business Restricted Elective	3

~ Designates courses on the statewide Core Coursework Transfer Agreement.

<sup>1</sup>Choose from: Any Accounting, Business, Economics, Finance, Management, Marketing, or Office Administration course not already specified in the program may be used to fulfill the business restricted elective requirement.

<sup>2</sup>Any college-level course not already specified in the program may be used to fulfill the elective requirement.

A program course sequence is available at <http://www.southernwv.edu/programs/office-administration>

**Division Head: 304.236.7620**

**Administrative Assistant: 304.896.7385**