

## Why choose Office Administration?

# 137



The modern office offers career mobility and flexibility. Students focus on developing strong professional skills. General education courses challenge and encourage critical thinking techniques. Students in these programs prepare for a rapidly changing work world.

Certificate programs offer a condensed program and allow quick entry into the workforce. All Office Administration and general education credits can transfer to an Office Administration associate degree program in the same option.

### **DEGREES**

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### **CERTIFICATES**

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**OFFICE ADMINISTRATION****CAREER PROGRAM****TRANSFER INFORMATION**

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**DEGREE OFFERED**Associate in Science in Office Administration,  
(Executive Administrative Assistant Concentration)**CREDITS REQUIRED**

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**PROGRAM CONTACT**Carol Martin, Department Chair and Professor of  
Office Administration**PROGRAM INFORMATION**

Courses are offered days, evenings, and online.

Students wishing to receive PEL credit for an OFC course must follow the PEL procedures provided in the Academic Information section of this catalog. The student must initiate the process with the Office Administration department chair.

OFC 02 or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration department chair is a prerequisite for OFC 13 and OFC 17.

**RECOMMENDATIONS**

Take any developmental courses needed prior to enrolling in ENG 11.

Any student wishing to receive transfer credit for an OFC course that qualifies must follow the PEL (Prior Experiential Learning) procedures provided in the Academic Information section of this catalog. The student must initiate the process with the department chair and appropriate faculty member.

**RELATED PROGRAMS**

Administrative Assistant Certificate, Office Support Certificate, Office Technology Management Certificate

**AFTER BCC**

Students have gone on to become administrative assistants and office managers in all types of offices and corporations.

Graduates have gone on to become teachers in the field.

This program is designed for students who plan to enter the workforce immediately.

# Executive Administrative Assistant

**OFFICE ADMINISTRATION**

This program prepares students for careers as office professionals in a variety of businesses such as government offices, manufacturing firms, insurance companies, retail, real estate, corporate offices, banks, and educational institutions. The executive administrative assistant combines organizational and people skills with an expertise in information processing and office technology.

**GENERAL COURSES**

___ ACC 14 Introduction to QuickBooks Pro	1 credit
___ BUS 11 Business and Financial Mathematics (4.0)	3 credits
___ BUS 51 Business Law	3 credits
___ ENG 11 Composition I: College Writing (1.0, 2.1)	3 credits
___ ENG 12 Composition II: Writing about Literature (2.1)	3 credits
___ HST 14 United States History from 1877 (5.1, 5.3)	3 credits
___ SOC 12 The Sociology of Social Problems (5.2, 5.4, 7.0)	3 credits
___ SPH 11 Fundamentals of Public Speaking (2.2, 6.0)	3 credits

**ELECTIVE COURSES**

___ ELECTIVE - Science (3.0)	3-4 credits
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**PROGRAM COURSES**

___ CED 11 Cooperative Work Experience I	3 credits
___ OFC 02 Computer Keyboarding (May be waived by passing the Office Administration department keyboarding test.)	1 credit
___ OFC 13 Introduction to Microsoft Word	3 credits
___ OFC 14 Advanced Microsoft Word	3 credits
___ OFC 15 Records Management	3 credits
___ OFC 17 Introduction to Microsoft Office (8.0)	3 credits
___ OFC 20 Text Editing	3 credits
___ OFC 50 Speech Recognition with Microsoft Office XP	3 credits
___ OFC 55 Executive Office Procedures	3 credits
___ OFC 62 Microsoft Office Integrated Projects	3 credits
___ OFC 64 Administrative Transcription	3 credits
___ OFC 66 Administrative Office Management	3 credits
___ OFC 94 Office Administration Colloquium	3 credits

**GENERAL EDUCATION COMPETENCY COURSES (SEE PAGE 166)**

<b>1.0</b> CRITICAL ANALYSIS (0cr) ___	<b>3.0</b> SCIENTIFIC (3-4cr) ___	<b>5.2</b> GLOBAL (AS 0-3cr; AA 3cr) ___	<b>6.0</b> HUMANITIES (3cr) ___
<b>2.1</b> WRITTEN COMM (6cr) ___	<b>4.0</b> QUANTITATIVE (3-4cr) ___	<b>5.3</b> MULTICULTURAL (0-3cr) ___	<b>7.0</b> ETHICAL (0-3cr) ___
<b>2.2</b> ORAL COMM (0-3cr) ___	<b>5.1</b> HISTORICAL (3cr) ___	<b>5.4</b> SOCIAL PHENOM (3cr) ___	<b>8.0</b> TECHNICAL (0-3cr) ___

**CAREER PROGRAM****TRANSFER INFORMATION**

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**DEGREE OFFERED**Associate in Science in Office Administration  
(Legal Administrative Assistant Concentration)**CREDITS REQUIRED**

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**PROGRAM CONTACT**

Diana Yohe, Coordinator and Professor of Office Administration

**PROGRAM INFORMATION**

The skills developed provide excellent job mobility. Students can work in general legal practice or specialize in corporate work, real estate, probate, criminal and/or civil litigation, or other legal specialties.

Gain work experience by participating in CED 11 which places students in office positions related to their academic program.

OFC 02 or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration Department Chair is a prerequisite to OFC 13 and OFC 17.

Some courses are only offered in the Fall or Spring semesters.

**RECOMMENDATIONS**

Take developmental courses needed prior to enrolling in ENG 11.

Any student wishing to receive transfer credit for an OFC course that qualifies must follow the PEL (Prior Experiential Learning) procedures provided in the Academic Information section of this catalog. The student must initiate the process with the department chair and appropriate faculty member.

**RELATED PROGRAMS**

Legal Office Certificate, Office Administration Certificate, Office Technologies Certificate

**AFTER BCC**

Employment in a variety of settings, including law firms, corporate law departments, financial institutions, government agencies, or courts.

Some graduates continue studies in paralegal and/or law.

# Legal Administrative Assistant

**OFFICE ADMINISTRATION**

Students completing this option are prepared to work in law offices, courts, corporate legal departments, law schools, and a wide range of other office settings. Students develop skills in using Microsoft office applications, machine transcription, office administration, legal terminology, and legal document processing.

**GENERAL COURSES**

_____ ACC 14 Introduction to QuickBooks Pro	1 credit
_____ BUS 11 Business and Financial Mathematics (4.0)	3 credits
_____ BUS 51 Business Law	3 credits
_____ CRJ 13 Criminal Law	3 credits
_____ ENG 11 Composition I: College Writing (1.0, 2.1)	3 credits
_____ ENG 12 Composition II: Writing about Literature (2.1)	3 credits
_____ GVT 11 U.S. Government	3 credits
_____ HST 14 United States History from 1877 (5.1, 5.3)	3 credits
_____ SOC 12 The Sociology of Social Problems (5.2, 5.4, 7.0)	3 credits
_____ SPH 11 Fundamentals of Public Speaking (2.2, 6.0)	3 credits

**ELECTIVE COURSES**

_____ ELECTIVE - Science (3.0)	3-4 credits
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**PROGRAM COURSES**

_____ LAW 80 Introduction to Law	3 credits
_____ LAW 81 Law Office Procedures	3 credits
_____ LAW 82 Legal Document Processing	3 credits
_____ LAW 84 Legal Transcription	3 credits
_____ OFC 02 Computer Keyboarding (May be waived by passing the Office Administration department keyboarding test.)	1 credit
_____ OFC 13 Introduction to Microsoft Word	3 credits
_____ OFC 14 Advanced Microsoft Word	3 credits
_____ OFC 15 Records Management	3 credits
_____ OFC 17 Introduction to Microsoft Office (8.0)	3 credits
_____ OFC 20 Text Editing	3 credits
_____ OFC 62 Microsoft Office Integrated Projects	3 credits
<i>Choose one from CED 11 and LAW 90:</i>	
_____ CED 11 Cooperative Work Experience I	3 credits
_____ LAW 90 Legal Administration Seminar	1 credit

**GENERAL EDUCATION COMPETENCY COURSES (SEE PAGE 166)**

<b>1.0</b> CRITICAL ANALYSIS (0cr) _____	<b>3.0</b> SCIENTIFIC (3-4cr) _____	<b>5.2</b> GLOBAL (AS 0-3cr; AA 3cr) _____	<b>6.0</b> HUMANITIES (3cr) _____
<b>2.1</b> WRITTEN COMM (6cr) _____	<b>4.0</b> QUANTITATIVE (3-4cr) _____	<b>5.3</b> MULTICULTURAL (0-3cr) _____	<b>7.0</b> ETHICAL (0-3cr) _____
<b>2.2</b> ORAL COMM (0-3cr) _____	<b>5.1</b> HISTORICAL (3cr) _____	<b>5.4</b> SOCIAL PHENOM (3cr) _____	<b>8.0</b> TECHNICAL (0-3cr) _____

**OFFICE ADMINISTRATION****CAREER PROGRAM****TRANSFER INFORMATION**

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**DEGREE OFFERED**Associate in Science in Office Administration  
(Medical Administrative Assistant Concentration)**CREDITS REQUIRED**

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**PROGRAM CONTACT**

Victoria Revier, Coordinator and Professor of Medical Administrative Programs

**PROGRAM INFORMATION**

Students wishing to receive credit for an OFC course must follow the PEL (Prior Experiential Learning) procedures. The student must initiate the process with the program director.

OFC 02 or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration Department Chair is a prerequisite to OFC 13 and OFC 17.

**NOTE**

Students are encouraged to meet with the program director (each semester) during advisement for important program information.

**AFTER BCC**

Some graduates have started their own home-based medical transcription business.

This program is designed for students to enter the workforce immediately.

# Medical Administrative Assistant

**OFFICE ADMINISTRATION**

Students completing this program are prepared to work for doctors or dentists, in hospitals, medical schools, health agencies, or in related fields. They develop skills in medical software, medical terminology, medical insurance forms preparation, and medical office procedures/administration.

**GENERAL COURSES**

___ ACC 11 Principles of Accounting I	4 credits
___ BIO 15 Survey of Human Anatomy and Physiology (3.0)	4 credits
___ BUS 11 Business and Financial Mathematics (4.0)	3 credits
___ BUS 51 Business Law	3 credits
___ ENG 11 Composition I: College Writing (1.0, 2.1)	3 credits
___ ENG 12 Composition II: Writing about Literature (2.1)	3 credits
___ HST 14 United States History from 1877 (5.1, 5.3)	3 credits
___ SOC 12 The Sociology of Social Problems (5.2, 5.4, 7.0)	3 credits
___ SPH 11 Fundamentals of Public Speaking (2.2, 6.0)	3 credits

**PROGRAM COURSES**

___ MAA 70 Medical Terminology	3 credits
___ MAA 72 Medical Transcription	3 credits
___ MAA 74 Medical Insurance Forms Preparation	3 credits
___ MAA 75 Medical Office Procedures	3 credits
___ OFC 02 Computer Keyboarding (May be waived by passing the Office Administration department keyboarding test.)	1 credit
___ OFC 13 Introduction to Microsoft Word	3 credits
___ OFC 14 Advanced Microsoft Word	3 credits
___ OFC 17 Introduction to Microsoft Office (8.0)	3 credits
___ OFC 20 Text Editing	3 credits
___ OFC 50 Speech Recognition with Microsoft Office XP	3 credits
___ OFC 62 Microsoft Office Integrated Projects	3 credits
<i>Choose one from CED 11 or MAA 79:</i>	
___ CED 11 Cooperative Work Experience I	3 credits
___ MAA 79 Medical Office Portfolio Development	1 credit
<i>OFC 66 or MAA 73 (Choose one):</i>	
___ MAA 73 Advanced Medical Transcription	3 credits
___ OFC 66 Administrative Office Management	

**GENERAL EDUCATION COMPETENCY COURSES (SEE PAGE 166)**

<b>1.0</b> CRITICAL ANALYSIS (0cr) ___	<b>3.0</b> SCIENTIFIC (3-4cr) ___	<b>5.2</b> GLOBAL (AS 0-3cr; AA 3cr) ___	<b>6.0</b> HUMANITIES (3cr) ___
<b>2.1</b> WRITTEN COMM (6cr) ___	<b>4.0</b> QUANTITATIVE (3-4cr) ___	<b>5.3</b> MULTICULTURAL (0-3cr) ___	<b>7.0</b> ETHICAL (0-3cr) ___
<b>2.2</b> ORAL COMM (0-3cr) ___	<b>5.1</b> HISTORICAL (3cr) ___	<b>5.4</b> SOCIAL PHENOM (3cr) ___	<b>8.0</b> TECHNICAL (0-3cr) ___

**CERTIFICATE OF ACHIEVEMENT****CREDITS REQUIRED**

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**PROGRAM CONTACT**

Carol Martin, Department Chair and Professor of Office Administration

**PROGRAM INFORMATION**

This advanced-level certificate provides the most up-to-date training that addresses the fast-changing computer needs of today's offices. The advanced level of skills developed provide excellent job mobility.

Credits from the Office Support certificate program transfer into the Administrative Assistant certificate program.

All credits transfer into the Executive Administrative Assistant degree program.

**RECOMMENDATIONS**

Students must type 30 wpm and have working knowledge of Microsoft Office software.

**RELATED PROGRAMS**

Office Administration degree programs

**Administrative Assistant**

This advanced-level certificate helps upgrade skills to improve job opportunity. Students examine the latest office technologies and procedures, learn the advanced functions of Microsoft Office software and speech recognition software, and develop database and transcription skills. If you have no working experience of Microsoft Office software, choose the Office Support certificate program.

**PROGRAM COURSES**

_____ ENG 11	Composition I: College Writing	3 credits
_____ OFC 14	Advanced Microsoft Word	3 credits
_____ OFC 15	Records Management	3 credits
_____ OFC 55	Executive Office Procedures	3 credits
_____ OFC 62	Microsoft Office Integrated Projects	3 credits
_____ OFC 64	Administrative Transcription	3 credits
_____ OFC 66	Administrative Office Management	3 credits
<i>Choose one from CED 11 or OFC 94:</i>		3 credits
_____ CED 11	Cooperative Work Experience I	
_____ OFC 94	Office Administration Colloquium	
<i>Choose one from CIS 13 or OFC 50:</i>		3 credits
_____ CIS 13	Business Creativity	
_____ OFC 50	Speech Recognition with Microsoft Office XP	

**CERTIFICATE OF ACHIEVEMENT****CREDITS REQUIRED**

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**PROGRAM CONTACT**

Carol Martin, Department Chair and Professor of Office Administration

**PROGRAM INFORMATION**

This is a new and growing career field. C-Print™ is a support service that combines the characteristics of both interpreters and notetakers.

Graduates may also work within business environments as freelancers.

**RECOMMENDATIONS**

Students must possess an aptitude for phonetics and English grammar.

Students must type 40 words per minute or take OFC 02, OFC 04, OFC 13.

**C-Print™ Captioning**

This certificate prepares graduates to work with Deaf or hard-of-hearing students and students with other disabilities in mainstream classrooms and/or work environments. Students in this program learn to keyboard effectively, to use laptop computers in conjunction with C-Print™ software, to perform real-time captioning in classrooms or other settings, to edit and prepare notes, and to work within the Deaf culture and with disability services.

**PROGRAM COURSES**

_____ CIS 03	Working with Laptops	1 credit
_____ DST 11	Deaf Culture	3 credits
_____ ENG 11	Composition I: College Writing	3 credits
_____ OFC 20	Text Editing	3 credits
_____ OFC 35	C-Print Basics	6 credits
_____ OFC 40	C-Print Captioning Skill Development and Practicum	6 credits
_____ OFC 93	Office Administration Seminar	1 credit
<i>Choose from BUS 13 or MAN 54:</i>		3 credits
_____ BUS 13	Introduction to Business Functions and Practices	
_____ MAN 54	Small Business Management	

**CERTIFICATE OF RECOGNITION****CREDITS REQUIRED**

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**PROGRAM CONTACT**

Carol Martin, Department Chair and Professor of Office Administration

**RECOMMENDED ELECTIVES**

A minimum keyboarding speed of 40 wpm based on a 5-minute timing administered by the Office Administration Department Chair is required for admission to the program.

Courses in this certificate transfer into the C-Print Captioning Certificate of Achievement.

**Foundations of C-Print™**

C-Print™ technology provides captioning services for the Deaf and hard-of-hearing in classrooms or work environments. The certificate provides basic training in C-Print™ principles. All credits transfer to the C-Print™ Captioning certificate.

**PROGRAM COURSES**

_____ CIS 03	Working with Laptops	1 credit
_____ OFC 35	C-Print Basics	6 credits
_____ OFC 40	C-Print Captioning Skill Development and Practicum	6 credits

**OFFICE ADMINISTRATION : CERTIFICATES****CERTIFICATE OF ACHIEVEMENT****CREDITS REQUIRED**

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**PROGRAM CONTACT**

Diana Yohe, Coordinator and Professor of Office Administration

**PROGRAM INFORMATION**

The skills developed provide excellent job mobility. Students can work in general legal practice or specialize in corporate work, real estate, probate, criminal and/or civil litigation, or other legal specialties.

Gain work experience by participating in CED 11, which places students in office positions related to their academic program.

Some courses are offered in the Spring or Fall semesters.

**RELATED PROGRAMS**

Office Administration Degree - Legal Administrative Assistant option

**AFTER BCC**

Continue in the Legal Administrative Assistant degree program.

Employment in a variety of settings, including law firms, corporate law departments, financial institutions, government agencies, or courts.

Some graduates continue studies in paralegal and/or law.

## Legal Office Assistant

This certificate offers a concentrated and short-term way to acquire office skills for employment in law offices and law-related offices. Legal terminology, court procedures, and computer applications are emphasized.

**PROGRAM COURSES**

_____ ENG 11	Composition I: College Writing	3 credits
_____ LAW 80	Introduction to Law	3 credits
_____ LAW 81	Law Office Procedures	3 credits
_____ LAW 82	Legal Document Processing	3 credits
_____ OFC 13	Introduction to Microsoft Word	3 credits
_____ OFC 15	Records Management	3 credits
_____ OFC 17	Introduction to Microsoft Office	3 credits
_____ OFC 20	Text Editing	3 credits
<i>CED 11 or LAW 90 (Choose one):</i>		
_____ CED 11	Cooperative Work Experience I	3 credits
_____ LAW 90	Legal Administration Seminar	1 credit

**CERTIFICATE OF ACHIEVEMENT****CREDITS REQUIRED**

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**PROGRAM CONTACT**

Carol Martin, Department Chair and Professor of Office Administration

**PROGRAM INFORMATION**

Certification exams in Word, Excel, Outlook, PowerPoint, and Access are available.

The Microsoft Office Application Specialist certification program is the only Microsoft-approved program in the world for certifying proficiency in Microsoft Office applications.

This certification is a valuable asset in any job search or career advancement.

Students who need basic keyboarding skills should enroll in OFC 02 in Semester I.

This program is designed for students who plan to enter the workforce immediately.

Graduates may go on to work in any type of office.

**RECOMMENDED ELECTIVES**

Students may focus electives as follows:

**Office Administration:** OFC 20 or OFC 50

**Business Administration:** BUS 13 or BUS 55 or MAN 11 or MAR 11

**Computer Information Systems:** CIS 13 or CIS 44

## Microsoft Office Certified Application Specialist

This certificate prepares students for a certification in Microsoft Office applications. It provides an opportunity for students to achieve a portable, globally recognized credential that proves their abilities as productive Microsoft Office users. Office Specialist certification sets you apart in today's competitive job market.

**PROGRAM COURSES**

_____ CIS 53	Operating Systems	3 credits
_____ ELECTIVE	(Choose from: BUS 13, BUS 55, CIS 13, CIS 44, OFC 20, OFC 50, MAN 11, and MAR 11)	3 credits
_____ ENG 11	Composition I: College Writing	3 credits
_____ OFC 31	Microsoft Office Excel Specialist	3 credits
_____ OFC 32	Microsoft Office PowerPoint Specialist	3 credits
_____ OFC 33	Microsoft Office Access Specialist	3 credits
_____ OFC 34	Microsoft Office Outlook Specialist	3 credits
_____ OFC 36	Microsoft Office Word Specialist	3 credits

## OFFICE ADMINISTRATION : CERTIFICATES

**CERTIFICATE OF ACHIEVEMENT****CREDITS REQUIRED**

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**PROGRAM CONTACT**

Carol Martin, Department Chair and Professor of Office Administration

**PROGRAM INFORMATION**

This program is designed for those who need to enter the job market as soon as possible.

Students may pursue an office specialty such as Legal or Medical by choice of elective.

OFC 02 or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration Department Chair is a prerequisite to OFC 13 and OFC 17.

**Office Support**

This certificate prepares students for entry-level positions in corporate offices, educational, medical, and legal facilities, and government agencies. Credits can be transferred into other related certificates and degree programs.

**PROGRAM COURSES**

_____ ELECTIVE ( <i>Choose from OFC 50, 62, 64, 66, 70, 80, CIS 13, CIT 30, BUS 11, 13, 55, MAR 11, MAN 11</i> )	3 credits
_____ ENG 11 Composition I: College Writing	3 credits
_____ OFC 13 Introduction to Microsoft Word	3 credits
_____ OFC 14 Advanced Microsoft Word	3 credits
_____ OFC 15 Records Management	3 credits
_____ OFC 17 Introduction to Microsoft Office	3 credits
_____ OFC 20 Text Editing	3 credits
_____ OFC 55 Executive Office Procedures	3 credits
<i>Choose one from CED 11 or OFC 93:</i>	
_____ CED 11 Cooperative Work Experience I	3 credits
_____ OFC 93 Office Administration Seminar	1 credit

**CERTIFICATE OF ACHIEVEMENT****CREDITS REQUIRED**

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**PROGRAM CONTACT**

Carol Martin, Department Chair and Professor of Office Administration

**PROGRAM INFORMATION**

All OFC courses transfer into the Office Administration degree program. Students can continue to improve their skills by taking the Office Administration certificate.

**RELATED PROGRAMS**

Office Administration certificate  
Office Administration degree programs

**Office Technology Management**

This certificate combines traditional office administration skills with the business and computer skills needed to manage an office. Students gain basic office skills and build upon that knowledge with additional computer and management courses.

**PROGRAM COURSES**

_____ ACC 14 Introduction to QuickBooks Pro	1 credit
_____ BUS 11 Business and Financial Mathematics	3 credits
_____ CIS 13 Business Creativity	3 credits
_____ CIS 27 Desktop Publishing	3 credits
_____ ENG 11 Composition I: College Writing	3 credits
_____ MAN 11 Principles of Management	3 credits
_____ OFC 02 Computer Keyboarding	1 credit
_____ OFC 13 Introduction to Microsoft Word	3 credits
_____ OFC 17 Introduction to Microsoft Office	3 credits
<i>Choose from OFC 20, 15, 50, 55, 81, CIS 22, 28, 44, MAR 11, MAN 52:</i>	
_____ ELECTIVE	3 credits
_____ ELECTIVE	3 credits