

Office Administration (OAD)

Program Mission:

- Provide all students access to quality educational opportunities and experiences that will meet the needs of an ever-changing and increasingly demanding technological society.
- Provide career programs that enable graduates to obtain immediate employment.
- Provide courses that help those already employed acquire specialized skills needed due to technological advances or for job advancement.
- Serve members of the community desiring computer skills for personal enrichment.
- Make available to our service area quality instruction in general and specialized office areas including medical support, legal support, accounting support and administrative.

Program Outcomes:

- Students and graduates returning surveys will report satisfaction with Office Administration Program.
- Office Administration students will graduate at a 75% completion rate.
- Employer satisfaction with preparation of students based on office internship evaluations.
- Positive satisfaction with courses/program based on course completion data.
- Seventy-five percent of the graduates will be able to find employment in field.

Program Level Student Learning Outcomes:

1. Demonstrate knowledge of basic computer usage and information management
2. Develop desktop solutions using MS Office Applications
 - a. Medical Support Specialist (AAS C151)
 - b. Legal Support Specialist (AAS C142)
 - c. Accounting Support Specialist (AAS C004)
 - d. Administrative Office Applications Specialist (AAS C005)
3. Demonstrate program proficiency in office skills via Office internship.

Program Mapping: (I: Introduced in this course. P: Practiced in this course. M: Mastered in this course.)

COURSES	PLSLO #1	PLSLO #2	PLSLO #3
OAD 101	I,P		
OAD 103	I,P		
OAD 110	I,P		
OAD 125		I,P	
OAD 127			P,M
OAD 137			P,M
OAD 138	I,P		
OAD 201			P,M
OAD 202			P,M
OAD 211			P,M
OAD 212			P,M
OAD 215			P,M
OAD 216			P,M
OAD 217			P,M
OAD 230		I,P	
OAD 232		I,P	
OAD 242			P,M
OAD 246		I,P	