

ADMINISTRATIVE PROFESSIONAL, AAS

Program Code: AAS.ADMINPRO

This program provides a strong foundation of office and technology skills and courses in business administration, with an emphasis on critical thinking and human relations skills. The program includes Related Instruction requirements, industry standard computer programs and more advanced business administration courses.

For information contact Beverly Forney, 503-594-3115 or beverlyf@clackamas.edu.

Outcomes

Related Instruction Outcomes Computation

- 1 course - BA-104 Business Math
- Use appropriate mathematics to solve problems

Communication

- 1 course - WR-121 English Composition
- Read actively, think critically, and write purposefully and capably for professional audiences

Human Relations

- 1 course - BA-285 Human Relations in Business
- Engage in ethical communication processes that accomplish goals

Physical Education/Health/Safety/First Aid

- 1 credit - See [Related Instruction](#) for course list
- Use effective life skills to improve and maintain mental and physical wellbeing

Program Outcomes

Upon successful completion of this program, students should be able to:

- analyze and apply basic computer literacy skills, including typing by touch and numerical data entry keyboarding skills;
- effectively and independently utilize business standard software applications (word processing, spreadsheets, database creation/organization, presentations, email/calendars, creation of forms and pdf documents, and office organizational tools);
- identify and analyze the skills necessary for effective office, business, and organizational operations;
- articulate, analyze, and apply basic business math and accounting skills common to business and organizational operations;
- articulate, analyze, and apply basic English grammar within common business documents (letters, reports, memos) as well as in verbal communication and presentations common to business offices and organizations.

Requirements

Course	Title	Credits
First Year		
Fall Term		
BA-101	Introduction to Business	4
BA-104	Business Math	3
BA-131	Introduction to Business Computing	4
WR-121	English Composition ¹	4
Credits		15
Winter Term		
BA-111 or BA-211	General Accounting I or Financial Accounting	3-4
BT-120	Personal Keyboarding	2
BT-121	Data Entry	1
BT-124	Business Editing I	3
BT-160	Word I	3
Credits		12-13
Spring Term		
BT-122	Keyboarding Skillbuilding	2
BT-125	Business Editing II	3
BT-172	Introduction to Microsoft Outlook	2
CS-135S	Microsoft Excel	3
	PE/Health/Safety/First Aid requirement	1
	Electives (p. 2)	4
Credits		15
Second Year		
Fall Term		
BA-205	Business Communications With Technology	4
BA-226	Business Law I	4
BA-285	Human Relations in Business	4
BT-262	Integrated Projects	4
Credits		16
Winter Term		
BA-224	Human Resource Management	4
BT-216	Office Procedures	4
COMM-111	Public Speaking	4
	Electives (p. 2)	4
Credits		16
Spring Term		
BA-228	Computerized Accounting	3
BT-161	Word II	3
BT-271	Advanced Business Projects	4
	Electives (p. 2)	6
Credits		16
Total Credits		90-91

¹ This course will be removed from the first term IF the student is required to enroll in FYE-101 First Year Experience Level I. WR-121 English Composition will be rescheduled in a term conducive to a student's preference.

Electives

Any **BA** or **BT** course not included in the program.

Students will be encouraged to use the elective credits to focus on the following:

- Human Resources
- Accounting
- Project Management
- Marketing

Careers

Career opportunities include:

- administrative assistant
- office manager
- project coordinator
- legal assistant
- medical secretary