

# Office Administration

## Associate in Applied Science

### Program supervised by:

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**See also: Business  
Information  
Management pg. 42**

Students in this program concentrate their studies in areas such as computer applications, information processing, business communications, and office management. Graduates are prepared to handle the basic operations and administrative duties of the integrated electronic office. By careful selection of electives, students may be exposed to specific office environments, such as medical or legal offices.

Students interested in obtaining skills or knowledge in a particular field without committing to a full-time degree program may earn a certificate of achievement by completing three to five required courses in areas such as computer applications, business communications, or office management. Interested students should contact the Business Information Technology chairperson for more information.

**SEQUENCE OF COURSES:** This model is a two-year course schedule for students meeting all program requirements and deciding to pursue full-time study. Schedules will be redesigned for those requiring preparatory courses or those deciding to pursue part-time study.

### FIRST YEAR

**Credits**

#### Fall Semester

BIT 100	Keyboarding .....	3
BIT 110	Business English.....	3
BUS 112 <sup>1</sup>	QBM.....	3
ENG 110	College Writing I .....	3
	Social Science Elective <sup>2</sup> .....	3

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#### Spring Semester

BIT 130	Word Processing .....	3
BIT 140w	Business Communication .....	3
SPK 110	Effective Speaking .....	3
BIT 260	Introduction to Database Management.....	3
	Lab Science Elective.....	3
ENG 111	College Writing II.....	3

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### SECOND YEAR

#### Fall Semester

BIT 104	Keyboarding/Skill Building .....	1
BIT 200	Spreadsheets with Bus. Appl.....	3
BIT 255	Business Integrated Office Appl.....	3
BIT 270w	Personal & Professional Dev. ....	3
BUS 108	Accounting for a Service Business.....	4
BIT	Elective.....	3

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#### Spring Semester

BIT 275	Advanced Business Communication .....	3
BIT 280	Office Administration.....	3
BIT 297	Internship.....	2
BIT	Elective.....	3
	Social Science Elective <sup>2</sup> .....	3
	MAT/SCI Elective .....	3

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**Total Credits: 67**

<sup>1</sup> Depending on Mathematics entrance testing scores, the student will take MAT 090 and/or BUS 112.

Students should check with their advisor during the scheduling process to make sure courses are taken in proper sequence and any prerequisites have been met. Some flexibility is available as to when courses must be taken, but not all courses are offered every semester.

<sup>2</sup> Advisor approved General Education Elective

w - Writing Emphasis Course