

# OFFICE ADMINISTRATION

Associate of Science Degree



# BCCC

Baltimore City Community College

## The Office Administration Program

allows students to select a specialty from a variety of career programs. In addition to a common core of office administration courses and courses specific to a student's area of interest, each program includes courses that address the non-technical skills necessary for a staff member to become part of the office team. Further, students develop skills which allow them to pursue employment opportunities at the end of any semester of study.

In addition to acquiring highly specialized skills and optional certification in specific areas, students may transfer to business programs at four-year institutions.

## Administrative Assistant option

This option is designed to provide graduates with the expertise necessary to function as top-notch administrative support personnel. Students pursuing this major may sit for the nationally recognized, Certified Professional Secretary's (CPS) examination, after accumulating at least three years' work experience in the field. The Administrative Assistant Program offers courses in six disciplines covered on the CPS examination.

**LEARN MORE AT**  
[bccc.edu/business](http://bccc.edu/business)



# OFFICE ADMINISTRATION

Business Administration Transfer  
Associate of Science Degree

**BCCC**  
Baltimore City Community College



BCCC'S ADVANTAGE CAREER OPTIONS

- Business Consultant
  - Event Planner
  - Human Resources Specialist
  - Market Research Analyst
  - Sales Manager
  - Training Specialist
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- Small class size
  - Virtual & remote learning
  - Majority of graduates transfer to a bachelor's degree program or find job placements

**APPLY TODAY**

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1/21

## SUGGESTED SEQUENCE OF COURSES

	Credits	Course No.
<b>Program Prerequisites</b>		
Intensive Program Writing	4	RENG 90
Composition Skills I	4	RENG 91
Composition Skills II	4	RENG 92
Arithmetic	3	MAT 80
Integrated Pre-Algebra & Intro Algebra	5	MAT 86
Integrated Elem. & Intermed. Algebra	5	MAT 87
<b>1st Semester</b>		
Prep. for Academic Achievement	1	PRE 100
English Writing	3	ENG 101
Office Procedures	3	OFAD 100
Document Formatting	3	OFAD 123
Health & Life Fitness	1	HLF ELEC
Computers for Bus. Mgmt.	3	BUAD 112
<b>2nd Semester</b>		
Modern Elementary Statistics or Finite Mathematics	3	MAT 107 or 125
Fund. of Speech Communications	3	SP 101
Biological & Physical Sciences w/lab	4	BPS ELEC
Customer Relationship Mgmt.	3	MGMT 127
Introduction to Business	3	BUAD 100
<b>3rd Semester</b>		
The American Economy II: Macroeconomic Theory	3	ECO 202
Gen. Ed. Req.:		
Social & Behavioral Sciences	3	SBS ELEC
Records Management	3	OFAD 117
Office Management	3	OFAD 215
Principles of Management	3	MGMT 222
<b>4th Semester</b>		
Principles of Financial Accounting	3	ACCT.221
Cooperative Ed. or Office Admin./Technology Internship	3	COP 200 or OFAD 250
Gen. Ed. Elective	3	GE ELEC
Mgmt./Accounting Elective	3	MGMT/AC ELEC
Business Law	3	BUAD 207