

BCCC

Baltimore City Community College



OFFICE ADMINISTRATION, AAS

Associate of Applied Science

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/officeadmin

OFFICE ADMINISTRATION, AAS

60 credit hours

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CAREER OPTIONS

- Executive Administrative Assistant
- Executive Assistant
- Executive Associate
- Administrative Specialist
- Office Manager

BCCC'S ADVANTAGE

- Small class size
- Virtual & remote learning
- Majority of graduates transfer to a bachelor's degree program or find job placements

APPLY TODAY
bccc.edu/apply

SUGGESTED SEQUENCE OF COURSES

Every degree-seeking student must complete the College's General Education Requirements in addition to the requirements of his/her academic program. Through the College's General Education Requirements, students acquire basic knowledge of the disciplines in the areas of arts and humanities, social and behavioral sciences, biological and physical sciences, mathematics, English composition, and computer literacy.

1ST SEMESTER	CREDITS	COURSE #
Preparation for Academic Achievement	1	PRE 100
English Writing	3	ENG 101
Office Procedures	3	OFD 100
Document Formatting	3	OFD 123
Health & Life Fitness	1	HLF ELEC
Computers for Business Management	3	BUA 112
	15 Credits	

2ND SEMESTER	CREDITS	COURSE #
Modern Elementary Statistics or Finite Mathematics	3	MAT 107 or MAT 125
Fund. of Speech Communications	3	SPE 101
Biological & Physical Sciences w/lab	4	GEN ED REQ
Introduction to Business	3	BUA 100
Customer Relationship Management	3	MGM 127
	15 Credits	

3RD SEMESTER	CREDITS	COURSE #
The American Economy I: Macroeconomic Theory	3	ECO 201
Social & Behavioral Sciences	3	GEN ED REQ
Records Management	3	OFD 117
Office Management	3	OFD 215
Principles of Business Management	3	MGM 222
	15 Credits	

4TH SEMESTER	CREDITS	COURSE #
Principles of Financial Accounting	3	ACT 221
Cooperative Education or Office Admin./Technology Internship	3	COP 200 or OFD 250
Gen. Ed. Elective	3	GEN ED REQ
Mgmt/Accounting Elective	3	MGM/ACT ELEC
Business Law	3	BUA 207
	15 Credits	