

Business Technology Administrative Office Professional AAS

Two-Year Associate of Applied Science Degree

This program options allow students to meet their career goals whether related to job-entry preparation, job advancement, or college transfer. The program provides a strong foundation of technology skills and courses in business. The program includes industry standard computer programs.

The Administrative Office Professional AAS degree is offered to students seeking employment as professional administrative assistants. This program is designed for students who seek immediate employment in the wide-open field of administrative professionals; training is applicable for both first-time job seekers and experienced employees who would like to advance in their careers. The program allows students to meet their career goals whether related to job-entry preparation, job advancement, or college transfer.

Market driven and industry validated, the newly revamped Administrative Office Professional (AOP) state-wide degree program reflects the evolving responsibilities of administrative assistants. Office professionals are increasingly self-directed and technically proficient. The AOP program emphasizes software skills, project management, Internet communications and research, meeting and event preparation, customer service and public relations, the abilities to think logically and to demonstrate problem-solving techniques, and the need to successfully interact with a variety of personalities.

Program Learning Outcomes

Upon successful completion of the program, students will be able to:

- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Maintain internal and external relationships.
- Manage administrative projects.

Program Recommendations

Students interested in business and management occupations should work closely with their academic advisor to create a plan that addresses their specific career interests. Advanced training may be required for certain occupations and transfer degrees may be more appropriate for students intending to further their education beyond KCC.

Program Requirements

Number of credit hours necessary for completion: **90**

Required Courses

Student Success

- [CGS 100 - College Survival & Success](#) **3.00 credits**

Communications

Information Systems

- [CAS 133 - Intro to Computing Skills](#) **3.00 credits**
- [CAS 133L - Intro to Computing Skills Lab](#) **1.00 credit**

Oral Communications

- [SPE 111 - Fundamentals of Speech](#) **3.00 credits** or
- [SPE 111M - Fundamentals of Speech](#) **5.00 credits**

Writing

Students must select two courses in this Writing requirement.

- [WRI 121 - English Composition I](#) **4.00 credits** or
- [WRI 121M - English Composition I](#) **5.00 credits** and
- [BUS 214 - Business Communication](#) **3.00 credits** or
- [WRI 227 - Technical Communication](#) **4.00 credits**

Computation

Students must select one course in this Computation requirement.

- [MTH 065 - Introductory Algebra II](#) **4.00 credits**
- [MTH 070 - Elementary Algebra](#) **4.00 credits**
- [MTH 095 - Intermediate Algebra](#) **4.00 credits**
- [MTH 105 - Math in Society](#) **4.00 credits**
- [MTH 105M - Math in Society](#) **5.00 credits**
- [MTH 111 - College Algebra](#) **5.00 credits**
- [MTH 112 - Elementary Functions](#) **4.00 credits**

Arts and Letters

A minimum of three Arts and Letters credits are required from these options.

Additional Options

- [Arts and Letters course options](#)

Social Sciences

A minimum of three Social Sciences credits are required from these options.

Recommended Courses

- [BUS 285 - Human Relations in Organizations](#) **3.00 credits**
- [ECO 201 - Principles of Economics: Microeconomics](#) **3.00 credits**
- [ECO 202 - Principles of Economics: Macroeconomics](#) **3.00 credits**
- [PSY 201A - General Psychology I](#) **3.00 credits** or
- [PSY 201M - General Psychology I](#) **5.00 credits**

Additional Options

- [Social Sciences course options](#)

Technical Core

- [BUS 101 - Intro to Business](#) **4.00 credits**
- [BUS 111 - Intro to Accounting](#) **4.00 credits** or
- [BUS 211 - Principles of Accounting I](#) **4.00 credits**
- [BUS 206 - Management Fundamentals](#) **3.00 credits** or
- [BUS 206M - Management Fundamentals](#) **5.00 credits**
- [BUS 224 - Human Resource Management](#) **3.00 credits**
- [BUS 226 - Business Law I](#) **3.00 credits**
- [BUS 228 - Computer Accounting Applications](#) **3.00 credits**
- [BUS 280 - Coop Wk Exp: Business](#) **2.00 credits**
- [BUS 285 - Human Relations in Organizations](#) **3.00 credits**
- [CAS 122 - Keyboarding for Speed & Accuracy](#) **3.00 credits**
- [CAS 170 - Spreadsheets](#) **3.00 credits**
- [CAS 216 - Word Processing](#) **3.00 credits**
- [CAS 245 - Office Systems & Procedures](#) **3.00 credits**
- [CAS 245L - Office Systems & Procedures Lab](#) **1.00 credits**
- [CAS 247 - Advanced Business Applications](#) **3.00 credits**
- [CAS 247L - Advanced Business Applications Lab](#) **1.00 credits**
- [OST 120 - Business Editing Skills](#) **3.00 credits**
- [OST 131 - 10-key Calculators](#) **1.00 credits**
- [TEX 280 - Coop Wk Exp: Seminar](#) **1.00 credits**

Electives

Electives will vary based on student career plans and should be chosen as needed to bring the overall degree total to 90 credits.

- [BUS 111 - Intro to Accounting](#) **4.00 credits**
- [BUS 177 - Payroll Accounting](#) **3.00 credits**
- [BUS 203 - Intro to International Business](#) **3.00 credits**
- [BUS 211 - Principles of Accounting I](#) **4.00 credits**
- [BUS 212 - Principles of Accounting II](#) **4.00 credits**
- [BUS 213 - Managerial Accounting](#) **4.00 credits**
- [BUS 214 - Business Communication](#) **3.00 credits**
- [BUS 218 - Personal Finance](#) **3.00 credits**
- [BUS 223 - Principles of Marketing](#) **3.00 credits**
- [BUS 233 - Social Media Marketing](#) **3.00 credits**
- [BUS 249 - Retailing](#) **3.00 credits**
- [BUS 250 - Small Business Management](#) **3.00 credits**
- [CAS 121 - Beginning Keyboarding](#) **2.00 credits**
- [CAS 140 - Beginning Database - Access](#) **3.00 credits**
- [HPE 295 - Health & Fitness for Life](#) **3.00 credits**
- [MDA 101 - Medical Terminology I](#) **3.00 credits**
- [MDA 102 - Medical Terminology II](#) **3.00 credits**
- [SPA 101 - First Year Spanish I](#) **4.00 credits**
- [SPA 101M - First Year Spanish I](#) **5.00 credits**
- [SPA 102 - First Year Spanish II](#) **4.00 credits**
- [SPA 103 - First Year Spanish III](#) **4.00 credits**
- [SPA 201 - Second Year Spanish I](#) **4.00 credits**

- [SPA 202 - Second Year Spanish II](#) **4.00 credits**
- [SPA 203 - Second Year Spanish III](#) **4.00 credits**

Arts and Letters course options

- [ART 102 - Intro to Art History: Visual Arts](#) **3.00 credits**
- [ART 115 - Basic Design: 2-D Black and White](#) **3.00 credits**
- [ART 116 - Basic Design: 2-D Color](#) **3.00 credits**
- [ART 117 - Basic Design: 3-D Foundations](#) **3.00 credits**
- [ART 131 - Intro to Drawing](#) **3.00 credits**
- [ART 154 - Ceramics I](#) **3.00 credits**
- [ART 211 - Mod Art Hist - 19th Century Art in Europe](#) **3.00 credits**
- [ART 212 - Mod Art Hist - Early 20th Century Art](#) **3.00 credits**
- [ART 213 - Mod Art Hist - Art Since 1945](#) **3.00 credits**
- [ART 265 - Art for Teachers](#) **3.00 credits**
- [ART 281 - Painting](#) **3.00 credits**
- [ART 284 - Watercolor I](#) **3.00 credits**
- [ART 293 - Sculpture](#) **3.00 credits**
- [ENG 104 - Intro to Literature \(Fiction\)](#) **3.00 credits**
- [ENG 105 - Intro to Literature \(Drama\)](#) **3.00 credits**
- [ENG 106 - Intro to Literature \(Poetry\)](#) **3.00 credits**
- [ENG 201 - Shakespeare's Early and Middle Works](#) **3.00 credits**
- [ENG 202 - Shakespeare's Late Works](#) **3.00 credits**
- [PHL 204M - Philosophy of Religion](#) **5.00 credits**
- [ENG 206 - Survey of English Literature 19th & 20th Century](#) **3.00 credits**
- [ENG 213 - Latin American Literature](#) **3.00 credits**
- [ENG 216 - Intro Lit Children and Young Adults](#) **3.00 credits**
- [ENG 220 - Intro to Non-European Literature](#) **3.00 credits**
- [ENG 240 - Intro to Native American Literature](#) **3.00 credits**
- [ENG 261 - Literature of Science Fiction](#) **3.00 credits**
- [ENG 275 - Bible as Literature](#) **3.00 credits**
- [MUS 201 - Intro to Music & Its Literature I](#) **3.00 credits**
- [MUS 206 - History of Rock Music](#) **3.00 credits**
- [MUS 206M - History of Rock Music](#) **5.00 credits**
- [MUS 265 - Music for Teachers](#) **3.00 credits**
- [PHL 103 - Critical Thinking](#) **3.00 credits**
- [PHL 204 - Philosophy of Religion](#) **3.00 credits**
- [PHL 209 - Business Ethics](#) **3.00 credits**
- [SPA 101 - First Year Spanish I](#) **4.00 credits**
- [SPA 101M - First Year Spanish I](#) **5.00 credits**
- [SPA 201 - Second Year Spanish I](#) **4.00 credits**
- [SPE 215 - Small Group Communication: Process & Theory](#) **3.00 credits**
- [WRI 241 - Creative Writing - Fiction Workshop](#) **3.00 credits**
- [WRI 242 - Creative Writing - Poetry Workshop](#) **3.00 credits**

Social Sciences course options

- [BUS 285 - Human Relations in Organizations](#) **3.00 credits**
- [ECO 201 - Principles of Economics: Microeconomics](#) **3.00 credits**
- [ECO 202 - Principles of Economics: Macroeconomics](#) **3.00 credits**
- [GEO 106 - Human Cultural Geography I](#) **3.00 credits**
- [GEO 107 - Human Cultural Geography II](#) **3.00 credits**
- [HST 101 - Western Civilization I: Ancient World to 1000](#) **3.00 credits**

- [HST 101M - Western Civilization I](#) **5.00 credits**
 - [HST 102 - Western Civilization II: 1000 to 1800](#) **3.00 credits**
 - [HST 103 - Western Civilization III: 1800 to Present](#) **3.00 credits**
 - [HST 103M - Western Civilization II](#) **5.00 credits**
 - [HST 201 - United States History I: Colonial Period to 1840](#) **3.00 credits**
 - [HST 201M - United States History I](#) **5.00 credits**
 - [HST 202 - United States History II: 1840 to 1914](#) **3.00 credits**
 - [HST 203 - United States History III: 1914 to Present](#) **3.00 credits**
 - [HST 203M - United States History II](#) **5.00 credits**
 - [POL 201 - Intro to US Government](#) **3.00 credits**
 - [POL 203 - State & Local Government](#) **3.00 credits**
 - [PSY 101 - Psychology & Human Relations](#) **3.00 credits**
 - [PSY 201A - General Psychology I](#) **3.00 credits**
 - [PSY 201M - General Psychology I](#) **5.00 credits**
 - [PSY 202A - General Psychology II](#) **3.00 credits**
 - [PSY 202M - General Psychology II](#) **5.00 credits**
 - [PSY 203A - General Psychology III](#) **3.00 credits**
 - [PSY 225 - Abnormal Psychology I](#) **3.00 credits**
 - [PSY 228 - Positive Psychology](#) **4.00 credits**
 - [PSY 233 - Psychology of Violence and Aggression](#) **4.00 credits**
 - [PSY 235 - Human Growth & Development I](#) **3.00 credits**
 - [SOC 204 - Gen Sociology: Soc in Everyday Life](#) **3.00 credits**
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KLAMATH COMMUNITY COLLEGE

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Fall Term 2022

On Campus Courses

CGS100.03	College Survival & Success	M, W, F	1:00 – 1:50
CAS133.02	Intro to Computing Skills	M, W	2:00 – 3:20
CAS133L.03	Intro to Computing Skills Lab	T, R	2:00 – 3:20
ART131.01	Intro to Drawing	M, W	1:00 – 3:50
BUS111.01	Intro to Accounting	M, T, W, R	2:00 – 2:50
HPE295.01	Health & Fitness for Life	T, R	1:00 - 2:20
PSY201A.01	General Psychology I (<u>Prerequisite</u> : WRI121)	M, W, F	1:00 – 1:50

Online Courses

CGS100.01DE	College Survival & Success
CAS133.02DE	Intro to Computing Skills
CAS133L.02DE	Intro to Computing Skills Lab
BUS218.01DE	Personal Finance
CAS170.01DE	Spreadsheets
HPE295.01DE	Health & Fitness for Life
OST131.01DE	10-Key Calculators
PSY201A.01DE	General Psychology I (<u>Prerequisite</u> : WRI121)
WRI121M.01DE	English Composition I



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Winter Term 2022

On Campus Courses

BUS211.01	Principles of Accounting I	M, W, F	2:00 – 3:20
BUS218.01	Personal Finance (<u>Recommended</u> : Placement into MTH060 or MTH070)	M, W	1:00 – 2:20
BUS224.01	Human Resource Management (<u>Prerequisite</u> : WRI121)	T, R	11:30 – 12:50

Online Courses

BUS214.01DE	Business Communication (<u>Prerequisites</u> : CA133 and WRI121)		
BUS226.01DE	Business Law I (<u>Prerequisite</u> : WRI121)		
BUS285.01DE	Human Relations in Organizations		
CAS170.01DE	Spreadsheets (<u>Recommended</u> : Successful completion of MTH 020 or higher) (<u>Prerequisite</u> : CAS 133)		
ECO202.01DE	Principles of Economics: Macroeconomics (<u>Recommended</u> : Successful completion of MTH070 or above and WRI121 placement)		
ENG104.01DE	Intro to Literature (Fiction) (<u>Corequisite</u> : WRI121) Can be taken at the same time as WRI121		
MDA101.01DE	Medical Terminology I		
MUS206M.01DE	History of Rock Music (<u>Prerequisite</u> : WRI121)		

PHL103.01DE Critical Thinking
(Prerequisite: WRI095 or WRI121 or placement into WRI121)

PSY201A.01DE General Psychology I
(Prerequisite: WRI121)



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Spring Term 2022

On Campus Courses

BUS228.01	Computer Accounting Applications (Prerequisite: BUS211 with a grade of “C” or better)		
PSY233.01	Psychology of Violence & Aggression (Prerequisite: WRI121 or placement into WRI121)	T, R	2:30 – 4:20

Online Courses

BUS206.01DE	Management Functions		
BUS223.01DE	Principles of Marketing		
BUS249.01DE	Retailing		
CAS122.01DE	Keyboarding for Speed & Accuracy (Prerequisite: CAS121 and/or ability to touch type at a minimum of 20 wpm)		
CAS216.01DE	Word Processing (Recommended: Successful completion of CAS133, and 25 wpm keyboarding proficiency)		
ECO201.01DE	Principles of Economics: Macroeconomics (Recommended: Successful completion of MTH070 or above and WRI121 placement)		
ENG213.01DE	Latin American Literature (Prerequisite: WRI121)		
MDA102.01DE	Medical Terminology II (Prerequisite: MDA101 with a grade of “C” or better)		

- MTH105M.01DE Math in Society
(Prerequisites: MTH065 **or** MTH070 **or** MTH095 **or** MTH098
or placement into MTH105 **and** WRI095 **or** WRI121 **or** placement
into WRI121)
- MTH112.01DE Elementary Functions
(Prerequisite: MTH111 with a grade of “C” or better)
- PSY201M.01DE General Psychology I
(Prerequisite: WRI121)
- SPE111.01DE Fundamentals of Speech
(Prerequisite: WRI121)
- WRI227.01DE Technical Communication
(Prerequisite: WRI121 with a grade of “B” or better **or** WRI122
with a grade of “C” or better)