



DAVIS COLLEGE

4747 Monroe Street
Toledo, OH 43623

419.473.2700
800.477.7021

Administrative Professional Associate Degree

The Administrative Professional program prepares graduates for an office/business career to work as part of the office administration team. Students learn to work effectively with customers, supervisors, and co-workers. Students are provided the opportunity to develop and enhance skills in a variety of business-related applications, including but not limited to word processing, spreadsheet applications, Web 2.0, database management, and presentation graphics.

Upon completion of the Associate of Applied Business degree with a major in Administrative Professional, the Davis College graduate will be prepared to:

- Operate computers using word processing, spreadsheets, database management systems, and presentation graphics software to produce a variety of professional documents.
- Utilize language arts skills to produce mailable documents.
- Produce mailable documents utilizing voice recognition technology.
- Develop a professional portfolio.
- Apply the principles and intentions of the General Education and Business Core purposes

Program Outline

Course No.	Course Title	Cr. Hrs.
OAM108*	Proofreading and Voice Recognition	3
OAM121	Introduction to Office Administration	3
OAM219	Administrative Professional Capstone	2
OAM221	Administrative Professional Externship	3
OAM223	Business Communications	4
WPR114*	Skillbuilding I	2
WPR115	Skillbuilding II	2
WPR12*	Word Processing	3
WPR220	Advanced Word Processing	3
CAS122*	Spreadsheet Applications	3
CAS138	Presentation Graphics	3
CAS212	Advanced Spreadsheet Applications	3
CIS130	Data Management and Reporting	3
MGT102	Introduction to Business	5
MGT211	Management Principles	4
MGT---	Management Elective	4
ACC101	Accounting Principles I	4
ACC---	Accounting Elective (ACC109 or ACC111)	3
COM121	Composition I	5
COM122	Composition II	4
COM---	Communication Elective (COM201 or COM202)	4
HUM---	Humanities Elective	3
MTH102	Introductory Algebra I	5
SCI---	Science Elective	3
SSC201	Economics	4
SSC---	Social Science Elective	4
IDS110†	Forum on Technology and Resources	5
Total Program Credit Hours		94

*Foundation courses required as part of the 45 hours completed before Mid-Program Assessment.

Students are required to earn a grade of "C" or higher in each of the foundation courses.

†Required before Mid-Program Assessment