

OFFICE ADMINISTRATION, AA

Students who graduate with a completed Certificate C from Washburn Institute of Technology in Business Bookkeeping and Accounting, Legal Office Professional, and/or Medical Office Professional may graduate with an Associate of Arts degree in Office Administration.

Student Learning Outcomes

Students completing the Associate of Arts in Office Administration, upon graduation are expected to have:

- Demonstrated proficiency in composing, formatting, and editing written communications.
- Demonstrated technical proficiency of all the skills necessary to fulfill their professional discipline.
- Analyzed the basic principles of management theory in relation to the office environment.
- Applied interpersonal skills to develop effective working relationships and to function as a member of the office team.
- Utilized problem solving and critical thinking skills in performing office procedures.
- Applied appropriate business protocol, ethics, and office etiquette.

Degree Requirements

This program requires completion of an approved Washburn Tech Certificate C program, 34-35 hours of General Education (<https://catalog.washburn.edu/undergraduate/programs-degrees-graduation-requirements/general-education-requirements/>), and all requirements for an Associate of Arts (<https://catalog.washburn.edu/undergraduate/programs-degrees-graduation-requirements/university-requirements-common-all-associate-degrees/>) degree.

Eligible Washburn Tech certificate programs are as follows:

- Business, Bookkeeping and Accounting
- Legal Office Professional
- Medical Office Specialist

Code	Title	Hours
Required Courses		
Approved Washburn Tech Certificate C		
TA 210	Technology Survey	3