

# OADM – OFFICE ASSISTANT

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## OADM 110

### Office Procedures

**3 Credits Weekly (3-0-0)**

Every workplace is different, yet practices and procedures are largely consistent. Students will learn the basics of working in an office environment by developing the hard and soft skills necessary to succeed in any administrative role.

## OADM 112

### Customer Communications and Service I

**3 Credits Weekly (4-0-0)**

Students focus on the oral and written communication skills applicable in today's business environment with an emphasis on cross-cultural communication. Students compose and edit routine business correspondence. In addition, students prepare and present an informal report.

## OADM 113

### Document Formatting I

**3 Credits Weekly (4-0-0)**

Students develop intermediate skills in the production of business documents. Within specified timelines, students will apply formatting and proofreading skills to business documents, and transcribe correspondence from a digital recording. In addition, students are expected to attain a minimum speed of 40 words per minute on a five-minute timing using a five-error cut-off.

## OADM 114

### Office Technology I

**3 Credits Weekly (3-0-0)**

To be effective and efficient, it's important to have a good understanding of the commonly used office software. Explore and utilize some of the basic functions of everyday office software to gain proficiency in producing accurate business documents.

## OADM 115

### Business Communication I

**3 Credits Weekly (3-0-0)**

Accurate and effective communication is increasingly important in the digital age. Using guided practice, this course will help students develop the skills necessary to plan, write, and complete business messages focusing on email and letter writing skills.

## OADM 116

### Business Math

**3 Credits Weekly (3-0-0)**

Develop and apply basic math functions in business and corporate settings using current industry software. This course serves as an introduction to financial terms and practices that are commonly used.

## OADM 117

### Bookkeeping & Accounting

**3 Credits Weekly (3-0-0)**

Building on mathematical and spreadsheet skills from Business Math, students will develop an understanding of the terms required in business bookkeeping and accounting. Using intermediate spreadsheet skills, students will be able to provide basic financial support to assist an accounting department in general day-to-day operations.

*Prerequisite: OADM 116.*

## OADM 122

### Customer Communications and Service II

**3 Credits Weekly (3-0-0)**

Students actively engage in job search techniques including the preparation of resumes, covering letters and a personal business portfolio. Students continue to develop their oral and business writing skills within a customer service environment.

*Prerequisites: OADM 112.*

## OADM 123

### Document Formatting II

**3 Credits Weekly (4-0-0)**

Students develop advanced skills in the production of business documents from rough draft, edited copy, and verbal instructions. Students are expected to attain a minimum speed of 45 words per minute on a five-minute timing using a five-error cut off.

*Prerequisites: OADM 113 and OAAS 111.*

## OADM 124

### Office Math Applications

**1 Credit Weekly (2-0-0)**

Students apply basic mathematical concepts in business and personal applications. Topics covered in this course include compiling petty cash expenses, preparing a petty cash envelope, calculating expense claims, completing bank reconciliation statements, calculating early payment discounts and differences between gross pay and net pay.

## OADM 125

### Business Communication II

**3 Credits Weekly (3-0-0)**

This course will build on the foundational skills from Business Communication I to help students communicate more confidently and effectively. Students will further hone their written communication skills for specific types of messaging and develop oral communication skills.

*Prerequisites: OADM 115.*

## OADM 128

### Office Technology II

**3 Credits Weekly (3-0-0)**

Building on the skills from Office Technology I, students will become more efficient at producing business documents by using advanced word processing features. Students will also develop technical skills required for presentations.

*Prerequisites: OADM 114.*

## OADM 131

### Office Assistant Field Placement

**3 Credits**

Every workplace is different, yet practices and procedures are largely consistent. Students will experience working in an office environment and develop the hard and soft skills necessary to succeed in any administrative role.

*Prerequisites: Completion of 30 program credits, Students can register for field placement (OADM 131) in their final term of study.*

*Co-requisites: 3 specific courses for each major and OADM 110 (Office Procedures).*

**OADM 131A**

**Office Assistant Field Placement - Administrative**

**3 Credits 0-0-140**

Every workplace is different, yet practices and procedures are largely consistent. Students will experience working in an office environment and develop the hard and soft skills necessary to succeed in any administrative role.

*Prerequisites: Completion of 30 program credits, Students can register for field placement (OADM 131) in their final term of study.*

*Co-requisites: 3 specific courses for each major and OADM 110 (Office Procedures).*

**OADM 131L**

**Office Assistant Field Placement - Legal**

**3 Credits 0-0-140**

Every workplace is different, yet practices and procedures are largely consistent. Students will experience working in an office environment and develop the hard and soft skills necessary to succeed in any administrative role.

*Prerequisites: Completion of 30 program credits, Students can register for field placement (OADM 131) in their final term of study.*

*Co-requisites: 3 specific courses for each major and OADM 110 (Office Procedures).*

**OADM 131M**

**Office Assistant Field Placement - Medical**

**3 Credits 0-0-140**

Every workplace is different, yet practices and procedures are largely consistent. Students will experience working in an office environment and develop the hard and soft skills necessary to succeed in any administrative role.

*Prerequisites: Completion of 30 program credits, Students can register for field placement (OADM 131) in their final term of study.*

*Co-requisites: 3 specific courses for each major and OADM 110 (Office Procedures).*

**OADM 135**

**Business Communication III**

**3 Credits Weekly (3-0-0)**

Building on the skills in Business Communications I and II, students will continue to improve their verbal and written communication. Students will enhance their persuasive communication skills and apply key techniques and approaches to business activities.

*Prerequisites: OADM 125.*