

# OFFICE ADMINISTRATION, AA

Students who graduate with a completed certificate 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 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
<b>Required Courses</b>		
Approved Washburn Tech Certificate		
TA 210	Technology Survey	3