

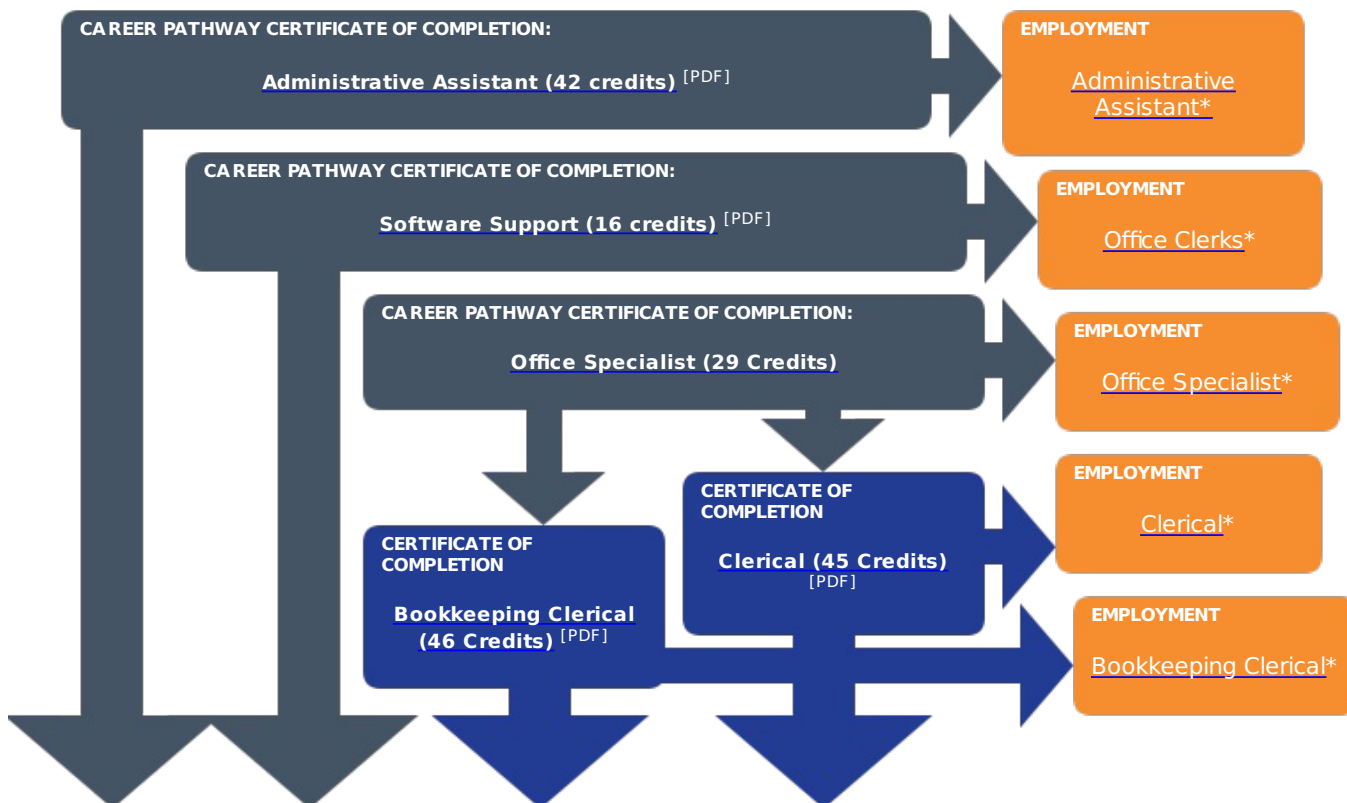
SOCC CAREER PATHWAYS Administrative Office Professional

Oregon Skill Set: Business and Management



SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

[Admissions \(Admission Form\)](#) | [High School Connections](#) | [Financial Aid](#) | [Department](#)



ASSOCIATE OF APPLIED SCIENCE

[AAS Administrative Office Professional \(91 Credits\)](#) [PDF]

- **Prerequisites:** All courses in this program must be completed with a "C" or better. OA121 Keyboarding. CIS90 or demonstrate proficiency. MTH20 or placement test score. Reading Score of ASSET 42 COMPASS 81. WR90 or placement test score.
- **Approximate Time:** Two or More years
- **Benefits:** The Associate of Science degree is designed to offer the student a transfer program and the skills and knowledge for entry-level positions in the field of Office Management.

EMPLOYMENT

- [Administrative Office Professional*](#)

NOTE

***Employment opportunities depend upon coursework and experience.**

RELATED BACHELOR DEGREE OPTIONS

There are opportunities for educational advancement. **Some credits may transfer.** For more information see an advisor.

General transfer information:

- SOCC's Oregon Transfer Module [PDF]
- Career Options
- Map of Post Secondary Institutions in Oregon [PDF]

ARTICULATED BACHELOR DEGREE TRANSFER OPTIONS

There are no current articulation agreements to Bachelor degree programs at this time.