

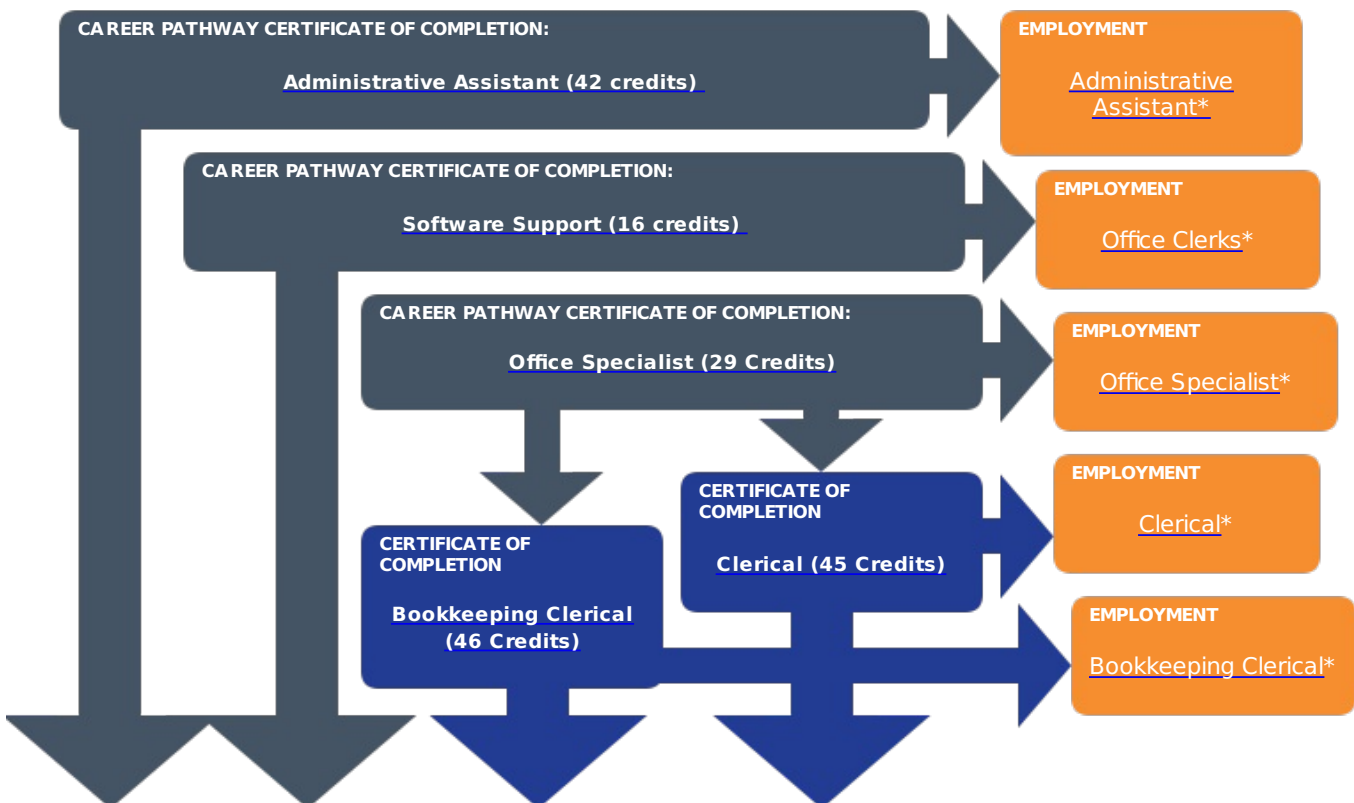
SOCC CAREER PATHWAYS Administrative Office Professional

Oregon Skill Set: Business and Management



SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

[Admissions \(Admission Form\)](#) | [Financial Aid](#) | [Department](#) | [Programs A-Z](#)



ASSOCIATE OF APPLIED SCIENCE

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

- **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](#)
- [Career Options](#)
- [Map of Post Secondary Institutions in Oregon \[PDF\]](#)
- [University Center](#)

ARTICULATED BACHELOR DEGREE TRANSFER OPTIONS

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