Admission Requirements
To qualify for admission, a student must be a high school graduate or GED recipient. Students not meeting these requirements should contact the Admissions Office at Ohio University Chillicothe for further information concerning admission.

Course of Study
The Office Administration Technology (OAT) curriculum may be pursued on either a full-time or part-time basis with day, evening, and online classes available all three semesters. Students typically start fall semester, but may enter the program at any point during the academic calendar. Full-time students should take 15 or more credit hours per semester. Part-time students may pursue the degree at a rate they desire; however, a minimum of seven credit hours of course work each semester is recommended. Students completing the degree requirements will earn an Associate of Applied Business in Office Administration Technology.

Financial Resources
Students are eligible for many different financial aid resources. These include:

- Federal Grants and Loans
- Ohio University Scholarships
- State Grants and Loans

To begin the process, you should apply for financial aid at www.fafsa.gov as soon as possible. For Ohio University Chillicothe, use the University Federal School Codes: 003100 and 003102.

Financial Aid Office: 740.774.7289 or toll free 877.GO.2.OUCH.

OAT Facilities
The Office Administration Technology program is equipped with the latest technology and resources providing the “hands-on” education required of today’s office professional. Students learn in state-of-the-art computer labs using current applications and we resources.

For More Information
If you are interested in this program, please use the following contact information to submit any requests:

Ohio University Chillicothe
Office Administration Technology
Allison White, Associate Professor
OAT Program Coordinator
101 University Drive
Chillicothe, OH 45601
Tel: 740.774.7256
whitea3@ohio.edu

www.ohio.edu/chillicothe/
ademics/degreesandprograms/
officeadministrationtechnology.cfm
Opportunities for bachelor’s degrees in areas such as communications, technical and applied studies and applied management are available for OAT program graduates. Skills acquired in the OAT program provide clear advantages for those transitioning into baccalaureate programs. Ask about our 2+2 options!

**Baccalaureate Programs**

Opportunities for bachelor’s degrees in areas such as communications, technical and applied studies and applied management are available for OAT program graduates. Skills acquired in the OAT program provide clear advantages for those transitioning into baccalaureate programs. Ask about our 2+2 options!

**First Year**

**Fall Semester**
- OAT 1010 Fundamentals of Info. Tech. 3
- OAT 1210 Keyboarding I 3
- OAT 1710 Administration Procedures 3
- OAT 2250 *Word Processing 3
- COMS 1030 Public Speaking 3

**TOTAL 15**

**Spring Semester**
- OAT 1220 Keyboarding II 3
- OAT 2260 *Spreadsheets 3
- OAT 2670 Office Supervision 3
- ENG 1510 Writing and Rhetoric I 3
- MATH 1090 Consumer Mathematics 3
- OAT 2800 Seminar 1

**TOTAL 16**

**Second Year**

**Fall Semester**
- OAT 2270 *Presentations 3
- OAT 2300 Business Communications 3
- OAT 2680 Information Systems Design 3
- ECON 1030 Principles of Microeconomics 3
- ATCH 1030 Financial Accounting 3
- Tier II Social Science 3

**TOTAL 18**

**Spring Semester**
- OAT 1220 Keyboarding II 3
- OAT 2260 *Spreadsheets 3
- OAT 2670 Office Supervision 3
- ENG 1510 Writing and Rhetoric I 3
- MATH 1090 Consumer Mathematics 3
- OAT 2800 Seminar 1
- OAT 2910 Internship 3
- BUSL 2000 Law and Society 3
- ATCH 1040 Managerial Accounting 3

**TOTAL 16**

*Students prepare for Microsoft Office Specialist (MOS) certifications.*

**Overview of OAT Program**

If you want the prestige, responsibility, and security that a career as an office professional provides, the Office Administration Technology (OAT) program at OHIO Chillicothe is for you. Would you like to be part of the administrative team? Let our faculty help you develop the skills you need to succeed as an office manager, supervisor, administrator, or administrative assistant.

With today’s changing technologies, business emphasis is on greater efficiency, productivity, and increasing managerial roles for administrative personnel. Greater responsibility is reflected in the duties of the office administrator. This includes leadership and management functions such as project management, integrating computer software applications, data analysis, organizing and scheduling, and internet, intranet, and extranet use and maintenance. OAT program graduates are prepared for these leadership roles and demonstrate excellent technical and human relations skills in customer service, teamwork, and ethics.

**Medical, Legal, and Business Analyst Specializations**

These course sets provide a value-added component to the degree and are recommended for OAT students who are interested in a career in the medical, legal, or IT fields. Course topics include: terminology, procedures, medical coding and billing, and applications in project management.

Multiple certification opportunities and preparation for credentials are included within the OAT course outcomes in addition to exposure to a variety of software applications essential to these career paths. Please contact the OAT program coordinator for more information.