



ASSOCIATE OF APPLIED SCIENCE IN BUSINESS OFFICE ADMINISTRATION

When students complete an Associate of Applied Science (AAS) in Business Office Administration (BOA) degree at MACC they will be able to:

- Demonstrate advanced computing skills using Microsoft Office (Word, PowerPoint, Excel, Access, and Outlook).
- Communicate with internal (ex. co-workers, supervisors, etc.) and external customers in person, over the phone, and through written communication providing excellent customer service.
- Manage physical and electronic records.
- Perform business math and accounting operations and procedures.
- Research, organize, and present information applying public speaking skills.
- Create and present an online professional portfolio demonstrating professional and employable skills.

This is our program promise.
