

Degree Destination: Office Administration

Guaranteed!

Our Workforce Education programs offer students the knowledge, skills, and abilities necessary to achieve their goals. Courses are student-centered, designed with employer input, and relevant to today's regional business and industry needs.



"While working towards my degree, I was able to be an intern with a local company. I got college credit and earned a paycheck while taking my course load. It's a great way to learn to be the type of employee that's getting the great jobs!" –Dana Talasek, Office Admin. Student

What I Can Accomplish

If you have good interpersonal skills, are well organized, and have initiative, take a look at office administration. Office professionals are among the largest occupation in the U.S. Their jobs continue to evolve and opportunities frequently open up for those willing to learn and grow with the profession.

Office administrators keep organizations running efficiently. They can prepare financial statements and payroll; become software experts who produce reports and presentations; process insurance claims, and transcribe medical dictation. Office administrators work in all industries from small firms to large chemical companies and hospitals.

Brazosport College's classes offer hands-on, real-world training—taught by experienced instructors. Employers work with the college to offer co-op classes where you can earn income while you're learning.

Where I Can Go

Office administrators work with many types of computer software to perform tasks previously handled by managers. Some professionals choose to be generalists, while others specialize. Businesses in the local area need qualified professionals who can step into a position and become the office expert!

Brazosport College has specialty programs in accounting, information processing, management, and medical office. With each type of specialty, you are prepared to step into different office environments. If you're ready for a promotion or even want to start your own business, then enroll today.

Where I Start

Start by completing the application process.

Brazosport College uses the statewide electronic application, which can be accessed from the Brazosport College website at www.brazosport.edu. If, for some reason, the application cannot be completed electronically, a paper application can be obtained from the college's Admissions Office. For additional information about the admissions process, transcripts, college testing and applicable exemptions, or orientation, contact a college staff member at the number listed below.

Select a program of study.

Counselors and Faculty Advisors are available to share information about college programs and help you select your first semester courses.

Need financial aid?

Visit the Brazosport College Financial Aid Office. The college participates in federal and state financial aid programs as well as privately-funded and college-funded assistance programs. There are four types of financial aid: grants, scholarships, student employment, and loans. Financial Aid advisors are available to answer your questions and give further information about available aid programs.

Let us hear from you:

Office Administration: 979-230-3229

Admissions: 979-230-3020 Counseling: 979-230-3040

Financial Aid: 230-3294 Main Switchboard: 230-3000

"As industry continues to grow and new business spreads into this area, our students are being snapped up as quickly as we can graduate them!" –Jana Schmidt, Instructor and Co-Op Coordinator



Brazosport College www.brazosport.edu

¿Tiene habilidades limitadas en su inglés? Los adultos que necesitan practicar la lectura, la escritura y hablar en inglés, las clases gratis de inglés como segundo lenguaje son ofrecidas cada semestre. Llame al college al número 979-230-3597 para más información o para suscribirse en una de estas clases.