

# Office Administration: Office Finance

A25370B (Office Finance Associate Degree)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

*In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.*

## Associate Degree Program

Title Class/Lab/Credit

### I. General Education Courses

COM	120	Interpersonal Communication	3	0	3
or					
COM	231	Public Speaking	3	0	3
ENG	111	Writing and Inquiry	3	0	3
MAT	143	Quantitative Literacy	3	0	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 79.

### II. Major Courses

CIS 110	Introduction to Computers	2	2	3	
OST	136	Word Processing	2	2	3
OST	164	Office Editing	3	0	3
OST	184	Records Management	2	2	3
OST	289	Office Administration Capstone	2	2	3

### III. Concentration

ACC	120	Principles of Financial Accounting	3	2	4
OST	122	Office Computations	2	2	3
OST	153	Office Finance Solutions	2	2	3

### IV. Other Major Courses

Take 28 credits from this list:

BUS	110	Introduction to Business	3	0	3
BUS	260	Business Communications	3	0	3
CTS	130	Spreadsheet	2	2	3
CTS	135	Integrated Software Intro	2	4	4
DBA110	Database Concepts	2	3	3	
MED	121	Medical Terminology I	3	0	3

MED	122	Medical Terminology II	3	0	3
MKT	223	Customer Service	3	0	3
OST	131	Keyboarding	1	2	2
OST 134		Text Entry and Formatting	2	2	3
OST	135	Advanced Text Entry and Formatting	2	2	3
OST 236		Advanced Word Processing	2	2	3
OST	286	Professional Development	3	0	3
WBL	111	Work-Based Learning I	0	10	1
WBL	121	Work-Based Learning II	0	10	1
WBL	131	Work-Based Learning III	0	10	1
WEB	214	Social Media	2	3	3

*IV. Other Required Courses*

ACA	115	Success and Study Skills	0	2	1
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*Total Credits: 69*

*Recommended Semester Schedule*

*First Year-Fall*

ACA	115	Success and Study Skills	0	2	1
BUS	110	Introduction to Business	3	0	3
CIS 110		Introduction to Computers	2	2	3
OST	122	Office Computations	2	2	3
OST	164	Office Editing	3	0	3

*First Year-Spring*

CTS	130	Spreadsheet	3	2	3
OST	134	Text Entry and Formatting	2	2	3
OST	136	Word Processing	2	2	3
OST	184	Records Management	2	2	3

*First Year-Summer*

ENG	111	Writing and Inquiry	3	0	3
		Humanities Elective-See list on page 75	3	0	3
		Social Sciences Elective-See list under required courses	3	0	3

*Second Year-Fall*

ACC	120	Principles of Financial Accounting	3	2	4
BUS	260	Business Communications	3	0	3
MKT	223	Customer Service	3	0	3
OST	236	Advanced Word Processing	3	0	3

*Second Year-Spring*

CTS	135	Integrated Software Intro	2	4	4
DBA	110	Database Concepts	2	3	3
MAT	143	Quantitative Literacy	3	0	3
OST	153	Office Finance Solutions	2	2	3

*Second Year-Summer*

COM	120	Interpersonal Communications	3	0	3
or					
COM	231	Public Speaking	3	0	3
OST	286	Professional Development	3	0	3
OST	289	Office Administration Capstone	2	2	3

