Office Administration:
General Office Administration

A25370A (Associate Degree) D25370A (Diploma) C25370A (Certificate)

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 Admin. Capstone	2	2	3

III. Concentration

OST	122	Office Computations	2	2	3
OST	236	Adv Word Processing	2	2	3
OST	286	Professional Development	3	0	3

IV. Other Major Courses

Take 28 credits from this list:

ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3

BUS	260	Business Communication	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	153	Office Finance Solutions	2	2	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	2	3

IV. Other Required Courses

ACA	115	Success and Study Skills	0	2	1

Total Credits: 68

Recommended Semester Schedule

First Year-Fall

ACA	115	Success and Study Skills	0	2	1
CIS 110		Introduction to Computers	2	2	3
OST	122	Office Computations	2	2	3
OST	131	Keyboarding	1	2	2
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
Humanites Elective-See list on page 79			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

			Class	Lab	Credit
DBA	110	Database Concepts	2	3	3
MAT	143	Quantitative Literacy	3	0	3
OST	135	Advanced Text Entry and Formatting	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

General Office Administrative Diploma Program (D25370A)

Title   Class/Lab/Credit

I. General Education Courses

			Class	Lab	Credit
ENG	111	Writing and Inquiry	3	0	3
MAT	143	Quantitative Literacy	2	2	3
or					
COM	120	Interpersonal Communication	3	0	3

II. Major Courses

1. Required Courses

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

III. Concentration Requirements

OST	122	Office Computations	2	2	3
OST	236	Advanced Word Processing	2	2	3
OST	286	Professional Development	3	0	3

IV. Other Major Courses

(A total of 6 Semester Hours must be selected from identified prefixes)

BUS	110	Introduction to Business	3	0	3
CTS	130	Spreadsheet	2	2	3
DBA	110	Database Concepts	2	3	3
MKT	223	Customer Service	3	0	3
OST	134	Text Entry and Formatting	2	2	3
WEB	214	Social Media	2	2	3

IV. Other Required Courses

ACA	115	Success and Study Skills	0	2	1

Total Credits: 37

Recommended Semester Schedule

First Year-Fall

ACA	115	Success and Study Skills	0	2	1
MKT	223	Customer Service	3	0	3
OST	122	Office Computations	2	2	3
OST	136	Word Processing	2	2	3
OST	164	Office Editing	3	0	3

First Year-Spring

CIS 110		Introduction to Computers	2	2	3
MAT	143	Quantitative Literacy	2	2	3
or					
COM	120	Interpersonal Communication	3	0	3
CTS	130	Spreadsheet	3	2	3
OST	184	Records Management	2	2	3
OST	236	Advanced Word Processing	2	2	3

First Year-Summer

ENG	111	Writing and Inquiry	3	0	3
OST	286	Professional Development	3	0	3
OST	289	Office Administratrion Capstone	2	2	3

General Office Administrative Certificate (C25370A)

Title			Class/Lab/Credit		

I. 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 Systems Management	2	2	3

II. Other Required Course

ACA	115	Success and Study Skills	0	2	1

Total Credits: 16

First Year-Fall

ACA	115	Success and Study Skills	0	2	1
OST	136	Word Processing	2	2	3
OST	164	Office Editing	3	0	3

First Year-Spring

CIS 110	Introduction to Computers		2	2	3
OST	184	Records Management	2	2	3
OST	289	Office Administration Capstone	2	2	3