# PROGRAMS

## OFFICE ADMINISTRATION (A25370)

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.

### Associate in Applied Science Degree Program

| | | Course Hours Per Week | | Semester Hours |
|---|---|---|---|---|
| **First Semester (Fall)** | | **Class** | **Lab** | **Credit** |
| ACA-115 | Success & Study Skills | 0 | 2 | 1 |
| ACC-115 or | College Accounting or | | | |
| ACC-120 | Prin of Financial Accounting | 3 | 2 | 4 |
| ENG-111 | Writing and Inquiry | 3 | 0 | 3 |
| OST-131 | Keyboarding | 1 | 2 | 2 |
| *** | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| *** | Natural Science Elective or | | | |
| MAT*** | MAT-143 or higher | 0-4 | 0-3 | 3-5 |
| | **Credit Hours** | **10-14** | **6-9** | **16-18** |
| **Second Semester (Spring)** | | | | |
| ENG-112 or | Writing/Research in the Disc or | | | |
| ENG-114 | Prof Research & Reporting | 3 | 0 | 3 |
| OST-134 | Text Entry & Formatting | 2 | 2 | 3 |
| OST-164 | Office Editing | 3 | 0 | 3 |
| OST-184 | Records Management | 2 | 2 | 3 |
| *** | Social/Behavioral Sciences Elective | 3 | 0 | 3 |
| | **Credit Hours** | **13** | **4** | **15** |
| **Third Semester (Summer)** | | | | |
| OST-136 | Word Processing | 2 | 2 | 3 |
| OST-137 or | Office Applications I or | | | |
| CIS-110 | Introduction to Computers | 2 | 2 | 3 |
| | **Credit Hours** | **4** | **4** | **6** |
| **Fourth Semester (Fall)** | | | | |
| ACC-149 | Intro to ACC Spreadsheets | 1 | 3 | 2 |

| | | Course Hours Per Week | | Semester Hours |
|---|---|---|---|---|
| BUS-125 | Personal Finance | 3 | 0 | 3 |
| BUS-230 | Small Business Management | 3 | 0 | 3 |
| MKT-223 | Customer Service | 3 | 0 | 3 |
| OST-236 | Adv Word Processing | 2 | 2 | 3 |
| OST-284 | Emerging Technologies | 1 | 2 | 2 |
| | **Credit Hours** | **13** | **7** | **16** |
| Fifth Semester (Spring) | | | | |
| ACC-150 | Accounting Software Appl | 1 | 3 | 2 |
| OST-286 or BUS-151 | Professional Development or People Skills | 3 | 0 | 3 |
| OST-289 | Office Admin Capstone | 2 | 2 | 3 |
| *** | Technical Elective | 1-3 | 0-3 | 3 |
| *** | Technical Elective | 1-3 | 0-3 | 3 |
| | **Credit Hours** | **8-12** | **5-11** | **14** |
| Total Required Minimum Semester Hours Credit | | | | 67 |

| Technical Electives: | | Class | Lab | Credit |
|---|---|---|---|---|
| ACC-121 | Prin of Managerial Accounting | 3 | 2 | 4 |
| ACC-140 | Payroll Accounting | 1 | 3 | 2 |
| BUS-115 | Business Law I | 3 | 0 | 3 |
| BUS-121 | Business Math | 2 | 2 | 3 |
| BUS-153 | Human Resource Management | 3 | 0 | 3 |
| BUS-225 | Business Finance | 2 | 2 | 3 |
| BUS-255 | Org Behavior in Business | 3 | 0 | 3 |
| BUS-260 | Business Communication | 3 | 0 | 3 |

View Catalog Archives

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