

PROGRAMS

OFFICE ADMINISTRATION

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
		Class	Lab	Credit
First Semester (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115 or ACC-120	College Accounting or 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 ENG-114	Writing/Research in the Disc or 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 CIS-110	Office Applications I or Introduction to Computers	2	2	3
	Credit Hours	4	4	6
Fourth Semester (Fall)				
ACC-149	Intro to ACC Spreadsheets	1	3	2

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		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

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Associate Professor Victoria Collins, Office Administration Coordinator

105 Meyer Hall

910.246.4118

collinsv@sandhills.edu