

PROGRAMS

OFFICE MANAGEMENT (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
ENG-111	Writing and Inquiry	3	0	3
OST-134	Text Entry & Formatting	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective or			
MAT***	MAT-143 or higher	0-4	0-3	3-5
	Credit Hours	8-12	4-7	13-15
Second Semester (Spring)				
ACC115				
ACC-120	Prin of Financial Accounting	3	2	4
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
OST-164	Office Editing	3	0	3
OST-184	Office Information Management	2	2	3
OST-284	Emerging Technologies	1	2	2
	Credit Hours	12	6	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
***	Social/Behavioral Science Elective	3	0	3
	Credit Hours	7	4	9
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 or BUS-139	Small Business Management or Entrepreneurship I	3	0	3
MKT-223	Customer Experience	3	0	3
OST-138	Office Applications II	2	2	3
OST-236	Adv Word Processing	2	2	3
	Credit Hours	14	7	17

Fifth Semester (Spring)

ACC-150	Accounting Software Appl	1	3	2
OST-286 or OST289	Professional Development or			
***	Technical Elective	1-3	0-3	3
***	Technical Elective	1-3	0-3	3
	Credit Hours	6-10	3-9	11
Total Required Minimum Semester Hours Credit				65

Technical Electives:		Class	Lab	Credit
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	3	2
BUS-110	Introduction to Business	3	0	3
BUS-115	Business Law I	3	0	3
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3

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