

Office Administration - Office Professional (A25370P)

A.A.S. Degree (Online)

PROGRAM PLANNING GUIDE

Revised Date: Fall 2023

Origination Date: Fall 2017

Courses taken more than 5 yrs. ago may not receive transfer credit. Consult your advisor for details.

Curriculum By Semester

			Hours Per Week		
			Class	Lab	Credits
FALL SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
CIS	110	Intro to Computers	2	2	3
OST	122	Office Computations	2	2	3
OST	164	Office Editing	3	0	3
OST	171	Intro to Virtual Office	2	2	3
SPRING SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
		Math/Science Elective	-	-	3
		English Elective	-	-	3
SUMMER SEMESTER					
		Social Science Elective	-	-	3
		Humanities/FA Elective	-	-	3
FALL SEMESTER					
OST	135	Adv Text Entry and Formatting	2	2	3
OST	138	Office Applications II	2	2	3
OST	181	Office Procedures	2	2	3
OST	236	Adv Word Processing	2	2	3
OST	286	Professional Development	3	0	3
SPRING SEMESTER					
CTS	230	Advanced Spreadsheet	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	289	Office Admin Capstone	2	2	3
		OA Electives	-	-	6
GRADUATION REQUIREMENT:			Credit Hours		66

General Education Electives

			Hours Per Week		
			Class	Lab	Credits
Humanities and Fine Arts Electives					
(choose one -- 3 credit hours)					
HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3

English Electives

(choose one -- 3 credit hours)

ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Professional Research and Reporting	3	0	3
COM	120	Intro Interpersonal Com	3	0	3

Math/Science Electives

(choose one -- 3 credit hours)

MAT	110	Math Measurement & Literacy	2	2	3
BIO	161	Intro to Human Biology	3	0	3

Social Science Electives

(choose one -- 3 credit hours)

PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
PSY	118	Interpersonal Psychology	3	0	3

OA Electives

(choose a minimum of 6 credit hours from the following courses)

			Class	Lab	Credits
ACC	120	Prin of Financial Accounting	3	2	4
OST	145	Social Media for Office Prof	2	2	3
OST	153	Office Finance Solutions	2	2	3
OST	155	Legal Terminology	3	0	3
WBL	111MF	Work-Based Learning I-OP	0	0	1
WBL	112MF	Work-Based Learning I-OP	0	0	2
WBL	113MF	Work-Based Learning I-OP	0	0	3
WBL	121MF	Work-Based Learning II-OP	0	0	1
WBL	122MF	Work-Based Learning II-OP	0	0	2
WBL	131MF	Work-Based Learning III-OP	0	0	1