

Office Administration (A25370)

Program Planning Guides

2018 – 2019

Degrees

Office Professional – A25370P – *Online*

Office Finance – A25370F - *Online*

Office Software – A25370S - *Day*

Legal Office – A25370L - *Online*

Diploma

Office Professional – D25370P – *Online*

Certificate

C25370P	Office Professional
C25370S	Office Software
C25370L	Legal Office

Office Administration - Office Professional (A25370P)

A.A.S. Degree (Online)

PROGRAM PLANNING GUIDE

Updated: Fall 2018

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
FIRST SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
OST	137	Office Applications I	2	2	3
OST	164	Office Editing	3	0	3
OST	184	Records Management	2	2	3

SECOND SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
MAT	110	Math Measurement & Literacy	2	2	3
		English Elective	-	-	3

Eligible for Office Professional Certificate (C25370P)

SUMMER SEMESTER					
		Social Science Elective	-	-	3
		Humanities/FA Elective	-	-	3

THIRD 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

Eligible for Office Professional Diploma (D25370P)

FOURTH SEMESTER					
CTS	230	Advanced Spreadsheet	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	233	Office Publications Design	2	2	3
OST	289	Office Admin Capstone	2	2	3
		OA Elective	-	-	3

Eligible for Office Software Certificate (C25370S)

GRADUATION REQUIREMENT:

Credit Hours 66

Office Administration - Office Professional (A25370P)

A.A.S. Degree (Online)

PROGRAM PLANNING GUIDE

General Education Electives					
			Hours Per Week		
			Class	Lab	Credits
Humanities and Fine Arts Electives					
(choose 3 credit hours from the following courses)					
HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3
English Electives					
(choose 3 credit hours from the following courses)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Professional Research and Reporting	3	0	3
Social Science Electives					
(choose 3 credit hours from the following courses)					
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
PSY	118	Interpersonal Psychology	3	0	3
A Electives			Class	Lab	Credits
(choose a minimum of 3 credit hours from the following courses)					
ACC	120	Prin of Financial Accounting	3	2	4
BUS	115	Business Law I	3	0	3
BUS	153	Human Resource Management	3	0	3
OST	132	Keyboard Skill Building	1	2	2
OST	153	Office Finance Solutions	2	2	3
OST	155	Legal Terminology	3	0	3
OST	156	Legal Office Procedures	2	2	3
OST	284	Emerging Technologies	1	2	2
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	121	Work-Based Learning II*	0	0	1

* Work-Based Learning is an elective. WBL courses completed for one program may not count toward the completion of another program. For verification of WBL course work, please contact your academic advisor and/or your departmental Work-Based Learning faculty coordinator. Students must have approval from the Department Head and pre-register with the Work-Based Learning Office. The Work-Based Learning work period may be taken over one semester as WBL 112, or two semesters as WBL 111 and WBL 121.

Office Administration - Office Finance (A25370F)

A.A.S. Degree (Online)

PROGRAM PLANNING GUIDE

Updated Fall 2018

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
FIRST SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
OST	137	Office Applications I	2	2	3
OST	164	Office Editing	3	0	3
OST	184	Records Management	2	2	3

SECOND SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
MAT	110	Math Measurement & Literacy	2	2	3
		English Elective	-	-	3

Eligible for Office Professional Certificate (C25370P)

SUMMER SEMESTER					
		Social Science Elective	3	0	3
		Humanities/FA Elective	3	0	3

THIRD SEMESTER					
ACC	120	Prin of Financial Accounting	3	2	4
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

Eligible for Office Professional Diploma (D25370P)

FOURTH SEMESTER					
OST	153	Office Finance Solutions	2	2	3
CTS	230	Advanced Spreadsheet	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	289	Office Admin Capstone	2	2	3
		OA Elective	-	-	2

Eligible for Office Software Certificate (C25370S)

GRADUATION REQUIREMENT:

Credit Hours 66

Office Administration - Office Finance (A25370F)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

General Education Electives					
			Hours Per Week		
			Class	Lab	Credits

Humanities and Fine Arts Electives					
(choose 3 credit hours from the following courses)					
HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3

English Electives					
(choose 3 credit hours from the following courses)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Professional Research and Reporting	3	0	3

Social Science Electives					
(choose 3 credit hours from the following courses)					
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 2 credit hours from the following courses)					
BUS	115	Business Law I	3	0	3
BUS	153	Human Resource Management	3	0	3
OST	132	Keyboard Skill Building	1	2	2
OST	135	Adv Text Entry & Format	2	2	3
OST	155	Legal Terminology	3	0	3
OST	156	Legal Office Procedures	2	2	3
OST	233	Office Publications Design	2	2	3
OST	284	Emerging Technologies	1	2	2
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	121	Work-Based Learning II*	0	0	1

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Office Administration - Office Software (A25370S)

A.A.S. Degree

PROGRAM PLANNING GUIDE

Updated: Fall 2018

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
FIRST SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
OST	137	Office Applications I	2	2	3
OST	164	Office Editing	3	0	3
OST	184	Records Management	2	2	3

SECOND SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
MAT	110	Math Measurement & Literacy	2	2	3
		English Elective	-	-	3

Eligible for Office Professional Certificate (C25370P)

SUMMER SEMESTER					
		Social Science Elective	3	0	3
		HUM/FA Elective	3	0	3

THIRD SEMESTER					
CTS	230	Advanced Spreadsheet	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

Eligible for Office Professional Diploma (D25370P)

Eligible for Office Software Certificate (C25370S)

FOURTH SEMESTER					
OST	153	Office Finance Solutions	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	289	Office Admin Capstone	2	2	3
OST	233	Office Publications Design	2	2	3
		OA Elective	-	-	3

GRADUATION REQUIREMENT:

Credit Hours 66

Office Administration - Office Software (A25370S)

A.A.S. Degree

PROGRAM PLANNING GUIDE

General Education Electives					
			Hours Per Week		
			Class	Lab	Credits
Humanities and Fine Arts Electives					
(choose 3 credit hours from the following courses)					
HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3
English Electives					
(choose 3 credit hours from the following courses)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Professional Research and Reporting	3	0	3
Social Science Electives					
(choose 3 credit hours from the following courses)					
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 3 credit hours from the following courses)					
ACC	120	Prin of Financial Accounting	3	2	4
BUS	115	Business Law I	3	0	3
BUS	153	Human Resource Management	3	0	3
OST	132	Keyboard Skill Building	1	2	2
OST	135	Adv Text Entry & Format	2	2	3
OST	155	Legal Terminology	3	0	3
OST	156	Legal Office Procedures	2	2	3
OST	284	Emerging Technologies	1	2	2
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	121	Work-Based Learning II*	0	0	1

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Office Administration - Legal Office (A25370L)

A.A.S. Degree (Online)

PROGRAM PLANNING GUIDE

Updated: Fall 2018

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
FIRST SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
OST	137	Office Applications I	2	2	3
OST	155	Legal Terminology	3	0	3

SECOND SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	135	Adv Text Entry & Format	2	2	3
OST	156	Legal Office Procedures	2	2	3
MAT	110	Math Measurement & Literacy	2	2	3
		ENG Elective	-	-	3

Eligible for Legal Office Certificate (C25370L)

SUMMER SEMESTER					
		Social Science Elective	3	0	3
		HUM/FA Elective	3	0	3

THIRD SEMESTER					
OST	122	Office Computations	2	2	3
OST	138	Office Applications II	2	2	3
OST	164	Office Editing	3	0	3
OST	184	Records Management	2	2	3
OST	236	Adv Word Processing	2	2	3

Eligible for Office Professional Certificate (C25370P)

FOURTH SEMESTER					
BUS	115	Business Law I	3	0	3
OST	165	Adv Office Editing	2	2	3
OST	286	Professional Development	3	0	3
OST	289	Office Admin Capstone	2	2	3
		OA Elective	-	-	3

GRADUATION REQUIREMENT:

Credit Hours 66

Office Administration - Legal Office (A25370L)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

General Education Electives					
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			Hours Per Week		
			Class	Lab	Credits

Humanities and Fine Arts Electives					
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(choose 3 credit hours from the following courses)

HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3

English Electives					
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(choose 3 credit hours from the following courses)

ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Professional Research and Reporting	3	0	3

Social Science Electives					
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(choose 3 credit hours from the following courses)

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

OA Electives					
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(choose a minimum of 3 credit hours from the following courses)

BUS	153	Human Resource Management	3	0	3
CTS	230	Advanced Spreadsheet	2	2	3
OST	132	Keyboard Skill Building	1	2	2
OST	153	Office Finance Solutions	2	2	3
OST	181	Office Procedures	2	2	3
OST	233	Office Publications Design	2	2	3
OST	284	Emerging Technologies	1	2	2
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	121	Work-Based Learning II*	0	0	1

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Office Administration (A25370)
Diploma (Online)
Office Professional (D25370P)
PROGRAM PLANNING GUIDE

Updated: Fall 2018

Date Revised: Fall 2017

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

Curriculum By Semestger

			Hours Per Week		
			Class	Lab	Credits
FIRST SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
OST	134	Text Entry and Formatting	2	2	3
OST	181	Office Procedures	2	2	3
OST	184	Records Management	2	2	3

SECOND SEMESTER					
OST	135	Adv Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
OST	137	Office Applications I	2	2	3
OST	164	Office Editing	3	0	3
OST	286	Professional Development	3	0	3

SUMMER SEMESTER					
CTS	130	Spreadsheet	2	2	3
		ENG Elective	3	0	3

GRADUATION REQUIREMENT:

Credit Hours 36

English Electives					
(choose 3 credit hours from the following courses)					
ENG	114	Professional Research and Reporting	3	0	3
ENG	112	Writing/Research in the Disc	3	0	3

Office Administration (A25370)
Certificate (Online)
Office Professional (C25370P)
PROGRAM PLANNING GUIDE

Origination Date: Fall 2017

*** This certificate will require the students to demonstrate that they are ready to enter a college level reading/English course - DRE 098 **

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
FIRST SEMESTER					
OST	122	Office Computations	2	2	3
OST	137	Office Applications I	2	2	3
OST	164	Office Editing	3	0	3
OST	184	Records Management	2	2	3
SECOND SEMESTER					
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3

GRADUATION REQUIREMENT:

Credit Hours 18

Office Administration (A25370)
Certificate (Online)
Office Software (C25370S)
PROGRAM PLANNING GUIDE

Origination Date: Fall 2017

*** This certificate will require the students to demonstrate that they are ready to enter a college level reading/English course - DRE 098 **

Curriculum By Semester

			Hours Per Week		
			Class	Lab	Credits
FIRST SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	136	Word Processing	2	2	3
OST	137	Office Applications I	2	2	3
SECOND SEMESTER					
OST	236	Adv Word Processing	2	2	3
CTS	230	Advanced Spreadsheet	2	2	3

GRADUATION REQUIREMENT:

Credit Hours 15

Office Administration (A25370)
Certificate (Online)
Legal Office (C25370L)
PROGRAM PLANNING GUIDE

Origination Date: Fall 2017

***** This certificate will require the students to demonstrate that they are ready to enter a college level reading/English course - DRE 098 ****

Curriculum By Semester

			Hours Per Week		Credits
			Class	Lab	
FIRST SEMESTER					
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
OST	155	Legal Terminology	3	0	3
SECOND SEMESTER					
OST	135	Adv Text Entry & Format	2	2	3
OST	156	Legal Office Procedures	2	2	3

GRADUATION REQUIREMENT:

Credit Hours 15

Office Administration (A25370)

Certificate

Office Software (C25370SA)

(Online)

PROGRAM PLANNING GUIDE

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		Credits
			Class	Lab	
FIRST SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	136	Word Processing	2	2	3
OST	137	Office Applications I	2	2	3
SECOND SEMESTER					
OST	236	Adv Word Processing	2	2	3
CTS	230	Advanced Spreadsheet	2	2	3

GRADUATION REQUIREMENT:

Credit Hours 15