COMPUTER TECHNOLOGIES

OFFICE ADMINISTRATION

Office Professional Degree - A25370P

-Online

The Office Professional curriculum (AAS degree) prepares individuals for employment as administrative office personnel. Students develop skills in administrative office procedures and tasks, along with office software applications, records management, keyboarding, editing and advanced formatting, office computations, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Students are eligible to take industry-recognized certification exams.

Office Professional Certificate – C25370P

-Online

This certificate provides the technical and administrative support skills necessary for entry-level employment in a variety of offices. The certificate is available online.

Program Sequence

FIRST SEMESTER

ENG	111	Writing and Inquiry	3
OST	122	Office Computations	3
OST	137	Office Software Applications	3
OST	184	Records Management	3
OST	164	Text Editing Applications	3

SECOND SEMESTER

___	___	English Elective	3
CTS	130	Spreadsheet	3
OST	136	Word Processing	3
OST	134	Text Entry & Formatting	3
___	___	Math Elective	3

SUMMER SEMESTER

___	___	Social Science Elective	
___	___	HUM / FA Elective	

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

THIRD SEMESTER

OST	138	Advanced Software Applications	3
OST	181	Introduction to Office Systems	3
OST	236	Adv. Word / Information Processing	3
OST	135	Adv. Text Entry and Formatting	3
OST	286	Professional Development	3

Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG-111, ENG Elective

FOURTH SEMESTER

CTS	230	Advanced Spreadsheet	3
OST	165	Adv Office Editing	3
OST	233	Office Publications Design	3
OST	289	Office Admin Capstone	3
___	___	OA Elective	3

Eligible for Office Software Certificate (C25370S): CTS-130, OST-136, OST-137, OST-236, CTS-230

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

ART	111	Art Appreciation	3
HUM	110	Technology and Society	3
HUM	115	Critical Thinking	3

Mathematics Electives
(Choose 3 credit hours from the following courses)

MAT	110	Mathematical Measurement	3
BIO	110	Principles of Biology	4

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

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

Social Sciences Electives
(Choose 3 credit hours from the following courses)

PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
HIS	111	World Civilizations I	3

OA Electives
Choose 3 credit hours from the following courses:

ACC	120	Prin of Financial Accounting	4
BUS	115	Business Law I	3
BUS	153	Human Resource Management	3
OST	153	Office Finance Solutions	3
OST	155	Legal Terminology	3
OST	156	Legal Office Procedures	3
OST	132	Keyboard Speed Building	2
OST	284	Emerging Technologies	2
WBL	111	Work –Based Learning I	1
WBL	121	Work-Based Learning II	1
WBL	112	Work-Based Learning I	2

Graduation Requirements .... 66 Credit Hours

Office Finance Degree - A25370F

-Online

Office Administration has a new concentration in Office Finance (AAS degree). Students develop skills in accounting and office finance, along with office procedures, office software applications, records management, office computations, keyboarding, editing and formatting, oral and written communication, critical thinking, team building and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in government agencies, real estate offices, financial institutions, and large to small offices and businesses. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER

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

SECOND SEMESTER

CTS	130	Spreadsheet	3
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	3
___	___	English Elective	3
___	___	Math/Science Elective	3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

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SUMMER SEMESTER

___	___	Social Science Elective	3
___	___	Humanities/FA Elective	3

THIRD SEMESTER

ACC	120	Prin of Financial Accounting	4
OST	138	Office Applications II	3
OST	181	Office Procedures	3
OST	236	Adv Word Processing	3
OST	286	Professional Development	3

Eligible for Office Professional Diploma (D25370P): *OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG-111, ENG Elective*

FOURTH SEMESTER

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

Eligible for Office Software Certificate (C25370S): *CTS-130, OST-136, OST-137, OST-236, CTS-230*

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

ART	111	Art Appreciation	3
HUM	110	Technology and Society	3
HUM	115	Critical Thinking	3

Mathematics Electives
(Choose 3 credit hours from the following courses)

MAT	110	Mathematical Measurement	3
BIO	110	Principles of Biology	4

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

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

Social Sciences Electives
(Choose 3 credit hours from the following courses)

PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
HIS	111	World Civilizations I	3

OA Electives
Choose 2 credit hours from the following courses:

BUS	115	Business Law I	3
BUS	153	Human Resource Management	3
OST	132	Keyboard Skill Building	2
OST	135	Adv Text Entry & Format	3
OST	155	Legal Terminology	3
OST	156	Legal Office Procedures	3
OST	233	Office Publications Design	3
OST	284	Emerging Technologies	2
WBL	111	Work –Based Learning I	1
WBL	121	Work-Based Learning II	1
WBL	112	Work-Based Learning I	2

Graduation Requirements .... 66 Credit Hours

Legal Office Degree - A25370L
-Online
Office Administration has a new concentration in Legal Office (AAS degree). Students develop skills in legal office procedures and tasks, along with legal terminology, business law, office

software applications, records management, office computations, keyboarding, editing and advanced formatting, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in government agencies, the court system, law offices, real estate offices, financial institutions, and large to small offices and businesses. Students are eligible to take industry-recognized certification exams.

Legal Office Certificate – C25370L
-Online
This certificate provides a study of the office skills necessary for employment in a legal setting. The certificate is available online.

Program Sequence

FIRST SEMESTER

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

SECOND SEMESTER

CTS	130	Spreadsheet	3
OST	135	Adv Text Entry & Formatting	3
OST	156	Legal Office Procedures	3
___	___	English Elective	3
___	___	Math/Science Elective	3

Eligible for Legal Office Certificate (C25370L): *OST-134, OST-136, OST-155, OST-135, OST-156*

SUMMER SEMESTER

___	___	Social Science Elective	3
___	___	Humanities/FA Elective	3

THIRD SEMESTER

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

Eligible for Office Professional Certificate (C25370P): *OST-122, OST-137, OST-164, OST-184, OST-134, OST-136*

FOURTH SEMESTER

BUS	115	Business Law I	3
OST	165	Adv Office Editing	3
OST	286	Professional Development	3
OST	289	Office Admin Capstone	3
___	___	OA Elective	3

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

ART	111	Art Appreciation	3
HUM	110	Technology and Society	3
HUM	115	Critical Thinking	3

Mathematics Electives
(Choose 3 credit hours from the following courses)

MAT	110	Mathematical Measurement	3
BIO	110	Principles of Biology	4

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

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

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COM 120   Intro Interpersonal Comm 3

Social Sciences Electives
(Choose 3 credit hours from the following courses)
PSY 150   General Psychology 3
SOC 210   Introduction to Sociology 3
HIS 111   World Civilizations I 3

OA Electives
(Choose 3 credit hours from the following courses)

ACC 120   Prin of Financial Accounting 4
BUS 153   Human Resource Management 3
CTS 230   Advanced Spreadsheet 3
OST 153   Office Finance Solutions 3
OST 132   Keyboard Skill Building 2
OST 181   Office Procedures 3
OST 233   Office Publications Design 3
OST 284   Emerging Technologies 2
WBL 111   Work –Based Learning I 1
WBL 121   Work-Based Learning II 1
WBL 112   Work-Based Learning I 2

Graduation Requirements .... 66 Credit Hours

Office Software Degree - A25370S
-Online
Office Administration has a new concentration in Office Software (AAS degree). Students develop skills in advanced office software applications, along with office procedures, records management, office computations, keyboarding, editing and formatting, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in government agencies, financial institutions, and large to small offices and businesses. Students are eligible to take industry-recognized certification exams.

Office Software Certificate – C25370S
-Online
This certificate provides an in-depth study of commonly used office software applications to prepare students for employment and to pass certification exams in word processing, spreadsheet, and presentation software. The certificate is available online.

Program Sequence

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

SECOND SEMESTER
CTS 130   Spreadsheet 3
OST 134   Text Entry & Formatting 3
OST 136   Word Processing 3
___ ___   English Elective 3
___ ___   Math/Science Elective 3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

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

THIRD SEMESTER
CTS 230   Advanced Spreadsheet 3

OST 138   Office Applications II 3
OST 181   Office Procedures 3
OST 236   Adv Word Processing 3
OST 286   Professional Development 3

Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG 111, ENG ELective

Eligible for Office Software Certificate (C25370S): CTS-130, OST-136, OST-137, OST-236, CTS-230

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

Humanities and Fine Arts Electives
(Choose 3 credit hours from the following courses)
ART 111   Art Appreciation 3
HUM 110   Technology and Society 3
HUM 115   Critical Thinking 3

Mathematics Electives
(Choose 3 credit hours from the following courses)
MAT 110   Mathematical Measurement 3
BIO 110   Principles of Biology 4

English Electives
(Choose 3 credit hours from the following courses)
ENG 114   Professional Research and Reporting 3
ENG 112   Writing/Research in the Disc 3
COM 120   Intro Interpersonal Comm 3

Social Sciences Electives
(Choose 3 credit hours from the following courses)
PSY 150   General Psychology 3
SOC 210   Introduction to Sociology 3
HIS 111   World Civilizations I 3

OA Electives
Choose 3 credit hours from the following courses:
ACC 120   Prin of Financial Accounting 4
BUS 115   Business Law I 3
BUS 153   Human Resource Management 3
OST 135   Adv Text Editing and Formatting 3
OST 155   Legal Terminology 3
OST 156   Legal Office Procedures 3
OST 132   Keyboard Speed Building 2
OST 284   Emerging Technologies 2
WBL 111   Work –Based Learning I 1
WBL 121   Work-Based Learning II 1
WBL 112   Work-Based Learning I 2

Graduation Requirements .... 66 Credit Hours

Office Professional Diploma - D25370P
-Online

The Office Administration Diploma is designed for the individual entering, upgrading, or retraining in the office field. Students develop skills in records management, office computations, software applications, office procedures, keyboarding, editing and advanced formatting, critical thinking, and problem solving. The diploma is available online.

Graduates should qualify for entry-level employment opportunities in a variety of office positions in business, government, and industry. Students are eligible to take industry-recognized

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certification exams.

Program Sequence

FIRST SEMESTER
ENG 111 Writing and Inquiry 3
OST 122 Office Computations.. 3
OST 134 Text Entry and Formatting... 3
OST 181 Office Procedures 3
OST 184 Records Management.. 3

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

SUMMER SEMESTER
CTS 130 Spreadsheet.. 3
___ ___ ENG Elective... 3

English Electives
(Choose 3 credit hours from the following courses)
ENG 112 Writing/Research in the Disc.. 3
ENG 114 Professional Research and Reporting 3
COM 120 Intro Interpersonal Com 3

Graduation Requirements.................................... 36 Credit Hours