#### **HUM 110** Technology and Society ......3 OFFICE ADMINISTRATION **HUM 115** Critical Thinking......3 Office Professional Degree - A25370P **Mathematics Electives** (Choose 3 credit hours from the following courses) The Office Professional curriculum (AAS degree) prepares MAT 110 Mathematical Measurement ......3 Principles of Biology ......4 individuals for employment as administrative office personnel. BIO 110 Students develop skills in administrative office procedures and tasks, along with office software applications, records **English Electives** management, keyboarding, editing and advanced formatting, (Choose 3 credit hours from the following courses) office computations, oral and written communication, critical **ENG** 114 Professional Research and Reporting......3 thinking, team building, and problem solving. The degree is Writing/Research in the Disc ......3 ENG 112 available online. **COM 120** Intro Interpersonal Comm......3 Graduates should qualify for employment opportunities in a variety **Social Sciences Electives** of office positions in business, government, and industry. Students (Choose 3 credit hours from the following courses) PSY 150 SOC 210 General Psychology ......3 are eligible to take industry-recognized certification exams. Introduction to Sociology ......3 HIS 111 Office Professional Certificate - C25370P **OA Electives** This certificate provides the technical and administrative support Choose 3 credit hours from the following courses: skills necessary for entry-level employment in a variety of offices. Prin of Financial Accounting......4 ACC 120 The certificate is available online. BUS 115 Business Law I ......3 BUS 153 Human Resource Management ......3 **Program Sequence** OST 153 Office Finance Solutions......3 OST 155 Legal Terminology ......3 **FIRST SEMESTER** Legal Office Procedures ......3 OST 156 Writing and Inquiry ......3 ENG 111 OST 132 OST 122 Office Computations......3 OST 284 OST 137 **WBL** 111 Work -Based Learning I......1 Records Management......3 OST 184 Work-Based Learning II......1 WBL 121 OST 164 **WBL 112** Work-Based Learning I.....2 **SECOND SEMESTER** Graduation Requirements ...... 66 Credit Hours English Elective......3 CTS 130 Spreadsheet......3 Office Finance Degree - A25370F OST 136 Word Processing......3 OST 134 Office Administration has a new concentration in Office Finance Math Elective......3 (AAS degree). Students develop skills in accounting and office finance, along with office procedures, office software applications, SUMMER SEMESTER records management, office computations, keyboarding, editing Social Science Elective and formatting, oral and written communication, critical thinking, HUM / FA Elective team building and problem solving. The degree is available online. Eligible for Office Professional Certificate (C25370P): OST-122. Graduates should qualify for employment opportunities in OST-137, OST-164, OST-184, OST-134, OST-136 government agencies, real estate offices, financial institutions, and large to small offices and businesses. Students are eligible to take THIRD SEMESTER industry-recognized certification exams. Advanced Software Applications......3 OST 138 Introduction to Office Systems ......3 OST 181 **Program Sequence** Adv. Word / Information Processing......3 OST 236 Adv. Text Entry and Formatting ......3 OST 135 **FIRST SEMESTER** OST 286 Professional Development ......3 **ENG 111** Writing and Inquiry.....3 Office Computations......3 Eligible for Office Professional Diploma (D25370P): OST-122, OST 122 OST 137 OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-Office Editing ......3 164, OST-286, CTS-130, ENG-111, ENG Elective OST 164 OST 184 Records Management ......3 **FOURTH SEMESTER** CTS 230 **SECOND SEMESTER** Advanced Spreadsheet......3 Spreadsheet ......3 OST 165 Adv Office Editing......3 CTS 130 OST 134 Text Entry & Formatting......3 OST 233 Office Publications Design ......3 Word Processing......3 OST 136 OST 289 English Elective ......3 OA Elective ......3 Math/Science Elective ......3 Eligible for Office Software Certificate (C25370S): CTS-130. OST-136, OST-137, OST-236, CTS-230 Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136 **Humanities and Fine Arts Electives**

(Choose 3 credit hours from the following courses)

Art Appreciation......3

ART 111

SUMMER SI				pplications, records management, office computations,			
	Social Science Elective	keyboarding, editing and advanced formatting, oral and written					
	Humanities/FA Elective3			ation, critical thinking, team building, and problem			
TIUDD OFM	FOTED	SOLVII	ng. Ir	ne degree is available online.			
THIRD SEM		0	4				
ACC 120	Prin of Financial Accounting			should qualify for employment opportunities in			
OST 138 OST 181	Office Applications II			nt agencies, the court system, law offices, real estate ancial institutions, and large to small offices and			
OST 236	Adv Word Processing			s. Students are eligible to take industry-recognized			
OST 286	Professional Development			n exams.			
US1 200	Professional Development	Cerui	icalioi	n exams.			
Eliwihla far	Office Professional Diploma (D25370P): OST-122.	ام ا	ıal O	Office Certificate - C25370L			
	ST-181, OST-184, OST-135, OST-136, OST-137, OST-	-Onlin	•	mice definicate – 020370E			
	36, CTS-130, ENG-111, ENG Elective			cate provides a study of the office skills necessary for			
,	., , ,			nt in a legal setting. The certificate is available online.			
FOURTH SE	MESTER	D		. 0			
OST 153	Office Finance Solutions3	e Finance Solutions					
CTS 230	Advanced Spreadsheet3						
OST 165	Adv Office Editing3			MESTER			
OST 289	Office Admin Capstone3		111	Writing and Inquiry			
	OA Elective2	OST	-	Text Entry & Formatting			
			136	Word Processing			
Eligible for	Office Software Certificate (C25370S): CTS-130,		137	Office Applications I			
OST-136, O	ST-137, OST-236, CTS-230	OST	155	Legal Terminology			
Lumanities	and Fine Arts Electives	SEC	OND S	SEMESTER			
	redit hours from the following courses)		130	Spreadsheet			
			135	Adv Text Entry & Formatting			
ART 111 HUM 110	Art Appreciation		156	Legal Office Procedures			
	Technology and Society	• • • • • • • • • • • • • • • • • • • •		English Elective			
HUM 115	Critical Thinking3			Math/Science Elective			
Mathematic	s Electives						
	redit hours from the following courses)	Eligi	ble fo	r Legal Office Certificate (C25370L): OST-134, OST-			
MAT 110	Mathematical Measurement3	136,	OST-	155, OST-135, OST-156			
BIO 110	Principles of Biology						
2.0	Timopico di Biology	SUM	MER:	SEMESTER			
<b>English Elec</b>	ctives			Social Science Elective			
	redit hours from the following courses)			Humanities/FA Elective			
ÈNG 114	Professional Research and Reporting3						
ENG 112	Writing/Research in the Disc3			MESTER			
COM 120	Intro Interpersonal Comm3		122	Office Computations			
	•	OST		Office Applications II			
<b>Social Scien</b>	nces Electives		164	Office Editing			
(Choose 3 ci	redit hours from the following courses)		184	Records Management			
PSY 150	General Psychology3	OST	236	Adv Word Processing			
SOC 210	Introduction to Sociology3						
HIS 111	World Civilizations I	Eliai	ble fo	r Office Professional Certificate (C25370P): OST-122,			
				OST-164, OST-184, OST-134, OST-136			
OA Elective							
Choose 2 cre	edit hours from the following courses:			SEMESTER			
DUG :=			115	Business Law I			
BUS 115	Business Law I3	OST		Adv Office Editing			
BUS 153	Human Resource Management3		286	Professional Development			
OST 132	Keyboard Skill Building2	OST	289	Office Admin Capstone			
OST 135	Adv Text Entry & Format3			OA Elective			
OST 155	Legal Terminology3						
OST 156	Legal Office Procedures3	Hum	anitie	s and Fine Arts Electives			
OST 233	Office Publications Design3	(Cho	ose 3	credit hours from the following courses)			
OST 284	Emerging Technologies2	ART	111	Art Appreciation			
WBL 111	Work –Based Learning I1	HUM	110	Technology and Society			
WBL 121	Work-Based Learning II1	HUM	115	Critical Thinking			
WBL 112	Work-Based Learning I2						
0 1	Barrella and a second			ics Electives			
Graduation	Requirements 66 Credit Hours	•		credit hours from the following courses)			
1 1 61	G D A050701		110	Mathematical Measurement			
	fice Degree - A25370L	BIO	110	Principles of Biology			
-Online	nistration has a new concentration in Legal Office	Engl	ish El	lectives			
(AAS degree). Students develop skills in legal office procedures				credit hours from the following courses)			
and tasks, along with legal terminology, business law, office			114				
unu idono, a	and tasks, along with legal terminology, business law, office		112	Writing/Research in the Disc			
		_		<del>-</del>			

COM 120	Intro Interpersonal Comm3	OST 138	Office Applications II			
	EL A	OST 181	Office Procedures			
	nces Electives	OST 236	Adv Word Processing			
	redit hours from the following courses)	OST 286	Professional Development	3		
PSY 150	General Psychology3		Off: B ( : 18:1 (B05050B) 00T (			
SOC 210	Introduction to Sociology3		Office Professional Diploma (D25370P): OST-1.			
HIS 111	World Civilizations I		OST-181, OST-184, OST-135, OST-136, OST-137,	OST-		
		164, OST-2	86, CTS-130, ENG 111, ENG ELective			
<b>OA Elective</b>	S					
(Choose 3 c	redit hours from the following courses)	Eligible for	Office Software Certificate (C25370S): CTS-130	Э,		
(	3 · · · · · · · · · · · · · · · · · · ·	OST-136, C	OST-137, OST-236, CTS-230			
ACC 120	Prin of Financial Accounting4	· ·	,			
BUS 153	Human Resource Management	FOURTUR	FLIFATED			
CTS 230	Advanced Spreadsheet	FOURTH S		_		
OST 153		OST 153	Office Finance Solutions			
	Office Finance Solutions	OST 165	Adv Office Editing	3		
OST 132	Keyboard Skill Building2	OST 289	Office Admin Capstone	3		
OST 181	Office Procedures	OST 233	Office Publications Design	3		
OST 233	Office Publications Design3		OA Elective	3		
OST 284	Emerging Technologies2					
WBL 111	Work –Based Learning I1	Humanities	s and Fine Arts Electives			
WBL 121	Work-Based Learning II1		credit hours from the following courses)			
WBL 112	Work-Based Learning I2	ART 111	Art Appreciation	2		
	g					
Graduation	Requirements 66 Credit Hours	HUM 110	Technology and Society			
Graduation	Requirements 00 Credit riours	HUM 115	Critical Thinking	3		
Office So	oftware Degree - A25370S	Mathematic	cs Electives			
-Online		(Choose 3 of	credit hours from the following courses)			
	nistration has a new concentration in Office Software	MAT 110	Mathematical Measurement	3		
	e). Students develop skills in advanced office software	BIO 110	Principles of Biology			
		DIO 110	Timolpies of Biology			
	, along with office procedures, records management,	English El	antivon			
	utations, keyboarding, editing and formatting, oral and	English El				
	munication, critical thinking, team building, and		credit hours from the following courses)	_		
problem solv	ving. The degree is available online.	ENG 114	Professional Research and Reporting			
		ENG 112	Writing/Research in the Disc			
Graduates s	hould qualify for employment opportunities in	COM 120	Intro Interpersonal Comm	3		
	agencies, financial institutions, and large to small					
	businesses. Students are eligible to take industry-	Social Scient	ences Electives			
	certification exams.		credit hours from the following courses)			
recognized	Certification exams.	PSY 150	General Psychology	3		
	*	SOC 210	Introduction to Sociology	3		
Office So	oftware Certificate – C25370S					
-Online		HIS 111	World Civilizations I	3		
This certifica	ate provides an in-depth study of commonly used office					
	olications to prepare students for employment and to	OA Elective				
	ation exams in word processing, spreadsheet, and	Choose 3 c	redit hours from the following courses:			
	software. The certificate is available online.	ACC 120	Prin of Financial Accounting	4		
presentation	i software. The certificate is available offiline.	BUS 115	Business Law I	3		
_	•	BUS 153	Human Resource Management	3		
Program	Sequence	OST 135	Adv Text Editing and Formatting			
		OST 155	Legal Terminology			
FIRST SEM	ESTER	OST 156	Legal Office Procedures			
ENG 111	Writing and Inquiry3		Keyboard Speed Building			
OST 122	Office Computations	OST 132				
OST 137	Office Applications I	OST 284	Emerging Technologies	2		
OST 164	Office Editing	WBL 111	Work –Based Learning I			
		WBL 121	Work-Based Learning II			
OST 184	Records Management3	WBL 112	Work-Based Learning I	2		
SECOND SI		Graduation	Requirements 66 Credit	Hours		
CTS 130	Spreadsheet3		·			
OST 134	Text Entry & Formatting3	Office D	refereiend Dinleme D2E270D			
OST 136	Word Processing3		rofessional Diploma - D25370P			
	English Elective3	-Online				
	Math/Science Elective	_				
			Administration Diploma is designed for the individ			
Eliaible for	Office Professional Cartificate (C25270D): OCT 100	entering, up	ograding, or retraining in the office field. Students			
	Office Professional Certificate (C25370P): OST-122,	develop skills in records management, office computations,				
051-137, 0	ST-164, OST-184, OST-134, OST-136		plications, office procedures, keyboarding, editing	g and		
			ormatting, critical thinking, and problem solving. T			
SUMMER S				110		
	Social Science Elective3	นเคเบเกล เร ส	available online.			
	Humanities/FA Elective3	0 1	abandal analis santania			
			should qualify for entry-level employment opportu	nities		
THIRD SEM	ESTER		of office positions in business, government, and			
	Advanced Spreadsheet 3	industry. St	udents are eligible to take industry-recognized			

certification exams.

#### **Program Sequence**

FIRST SEMESTER											
<b>ENG</b>	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									
OST	164	Office Editing									
OST	286	Professional Development									
SUMMER SEMESTER											
CTS	130	Spreadsheet	3								
		ENG Elective	3								
English Electives											
(Choo	ose 3 cr	edit hours from the following courses)									
		Writing/Research in the Disc									
ENG	114	Professional Research and Reporting	3								
COM	120	Intro Interpersonal Com	3								
Graduation Requirements											