# COMPUTER TECHNOLOGIES

## OFFICE ADMINISTRATION

### Office Professional Degree - A25370P
-Online

The Office Professional curriculum (AAS degree) prepares individuals for employment as administrative office personnel. Students can 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 may be earned online.

Graduates could qualify for employment opportunities in a variety of office positions in business, government, and industry. Students may be 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 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 |
| MAT | 110 | Math Measurement & Literacy | 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)

| | | | |
|---|---|---|---|
| HUM | 110 | Technology and Society | 3 |
| HUM | 115 | Critical Thinking | 3 |

**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 |

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

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

**OA Electives**
Choose 3 credit hours from the following courses:

| | | | |
|---|---|---|---|
| ACC | 120 | Prin of Financial Accounting | 3 |
| BUS | 115 | Business Law I | 3 |
| BUS | 153 | Human Resource Management | 3 |
| OST | 132 | Keyboard Speed Building | 2 |
| OST | 153 | Office Finance Solutions | 3 |
| OST | 155 | Legal Terminology | 3 |
| OST | 156 | Legal Office Procedures | 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**

* 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 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.

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| OST | 122 | Office Computations | 3 |
| OST | 137 | Office Applications I | 3 |
| OST | 164 | Office Editing | 3 |
| OST | 184 | Records Management | 3 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| OST | 134 | Text Entry & Formatting | 3 |
| OST | 136 | Word Processing | 3 |

**Graduation Requirements .................................. 18 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 can develop skills in records management, office computations, software applications, office procedures, keyboarding, editing and advanced formatting, critical thinking, and problem solving. The diploma may be earned online.

Graduates could qualify for entry-level employment opportunities in a variety of office positions in business, government, and industry. Students may be eligible to take industry-recognized certification exams.

### Program Sequence

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ENG | 111 | Writing and Inquiry | 3 |

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| | | |
|---|---|---|
| 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 |

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

## Office Finance Degree - A25370F
-Online

Office Administration has a new concentration in Office Finance (AAS degree). Students can 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 may be earned online.

Graduates could qualify for employment opportunities in government agencies, real estate offices, financial institutions, and large to small offices and businesses.  Students may be 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 |
| MAT | 110 | Math Measurement & Literacy ...................................3 |
| ___ | ___ | English 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**

| | | |
|---|---|---|
| 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*

**Graduation Requirements ................................... 66 Credit Hours**

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

| | | |
|---|---|---|
| HUM | 110 | Technology and Society ..............................................3 |
| HUM | 115 | Critical Thinking...........................................................3 |

**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 |

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

| | | |
|---|---|---|
| PSY | 150 | General Psychology .....................................................3 |
| SOC | 210 | Introduction to Sociology ...........................................3 |
| PSY | 118 | Interpersonal Psychology ...........................................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 |

## Legal Office Degree - A25370L
-Online

Office Administration has a new concentration in Legal Office (AAS degree). Students can 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 may be earned online.

Graduates could 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 may be eligible to take industry-recognized certification exams.

## 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 |

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| OST | 135 | Adv Text Entry & Formatting | 3 |
|---|---|---|---|
| OST | 156 | Legal Office Procedures | 3 |
| MAT | 110 | Math Measurement & Literacy | 3 |
| ___ | ___ | English 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 |

**Graduation Requirements .................................... 66 Credit Hours**

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

| HUM | 110 | Technology and Society | 3 |
|---|---|---|---|
| HUM | 115 | Critical Thinking | 3 |

**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 |

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

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

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

| 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 |

## Legal Office Certificate – C25370L
-Online

This certificate provides a study of the office skills necessary for employment in a legal setting. The certificate may be earned online.

**FIRST SEMESTER**

| OST | 134 | Text Entry & Formatting | 3 |
|---|---|---|---|
| OST | 136 | Word Processing | 3 |
| OST | 155 | Legal Terminology | 3 |

**SECOND SEMESTER**

| OST | 135 | Adv Text Entry & Format | 3 |
|---|---|---|---|
| OST | 156 | Legal Office Procedures | 3 |

**Graduation Requirements .................................... 15 Credit Hours**

## Office Software Degree - A25370S
-Online

Office Administration has a new concentration in Office Software (AAS degree). Students can 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 may be earned online.

Graduates could qualify for employment opportunities in government agencies, financial institutions, and large to small offices and businesses. Students may be 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 |
| MAT | 110 | Math Measurement & Literacy | 3 |
| ___ | ___ | English 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 |

**Graduation Requirements .................................... 66 Credit Hours**

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

| HUM | 110 | Technology and Society | 3 |
|---|---|---|---|

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HUM  115    Critical Thinking............................................................ 3

**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

**Social Sciences Electives**
(Choose 3 credit hours from the following courses)
PSY  150    General Psychology..................................................... 3
SOC  210    Introduction to Sociology............................................ 3
PSY  118    Interpersonal Psychology............................................ 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  132    Keyboard Skill Building .............................................. 2
OST  135    Adv Text Editing and Formatting................................ 3
OST  155    Legal Terminology...................................................... 3
OST  156    Legal Office Procedures............................................. 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

## 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 may be earned online.

**FIRST SEMESTER**
CTS  130    Spreadsheet................................................................ 3
OST  136    Word Processing......................................................... 3
OST  137    Office Applications I ................................................... 3

**SECOND SEMESTER**
OST  236    Adv Word Processing.................................................. 3
CTS  230    Advanced Spreadsheet............................................... 3

**Graduation Requirements ................................... 15 Credit Hours**

\* 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.