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

ENG 112

•	•	
FIRST SEME ENG 111 OST 122 OST 137 OST 184 OST 164	Writing and Inquiry Office Computations Office Software Applications Records Management Text Editing Applications	3 3 3
SECOND SE		2
CTS 130 OST 136 OST 134 MAT 110	English Elective	3 3 3
SUMMER S		
	Social Science Elective HUM / FA Elective	
	Office Professional Certificate (C25370P): OST-122, ST-164, OST-184, OST-134, OST-136	
THIRD SEM		_
OST 138 OST 181	Advanced Software Applications Introduction to Office Systems	
OST 236	Adv. Word / Information Processing	3
OST 135 OST 286	Adv. Text Entry and Formatting Professional Development	
OST-134, OS	Office Professional Diploma (D25370P): OST-122, ST-181, OST-184, OST-135, OST-136, OST-137, OST 36, CTS-130, ENG-111, ENG Elective	
FOURTH SE		
CTS 230 OST 165	Advanced Spreadsheet	
OST 233	Office Publications Design	3
OST 289	Office Admin CapstoneOA Elective	
	Office Software Certificate (C25370S): CTS-130, ST-137, OST-236, CTS-230	
	and Fine Arts Electives	
(Choose 3 cr	redit hours from the following courses) Technology and Society	2
HUM 115		3
English Elec		
(Choose 3 cr FNG 114	redit hours from the following courses) Professional Research and Reporting	3
		_

Writing/Research in the Disc.....3

i	Social Sciences Electives	5
((Choose 3 credit hours from	n the following courses)

ΡSΥ	150	General Psychology	3
SOC	210	Introduction to Sociology	
PSY	118	Interpersonal Psychology	3
OA E	lective	s	
Choo	se 3 cre	edit hours from the following courses:	
ACC	120	Prin of Financial Accounting	3
BUS	115	Business Law I	
BUS	153	Human Resource Management	3
OST	132	Keyboard Speed Building	
OST	153	Office Finance Solutions	
OST	155	Legal Terminology	3
OST	156	Legal Office Procedures	3
OST	284	Emerging Technologies	
WBL	111	Work –Based Learning I*	1
WBL	121	Work-Based Learning II*	
WBL	112	Work-Based Learning I*	
		=	

* 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

Graduation Requirements 66 Credit Hours

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 OST 137 Office

OST	164	Office Editing	3			
OST	184	Records Management	3			
SECOND SEMESTER						
SECC	ND SE	MESTER				
		MESTER Text Entry & Formatting	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

OCT 422	Office Computations			
OST 122 OST 134	Text Entry and Formatting	50. 11		FMEGTER
OST 181	Office Procedures			EMESTER
OST 184	Records Management	OST		Office Finance Solutions
		CTS OST		Advanced Spreadsheet
SECOND SE	MESTER	OST		Office Admin Capstone
OST 135	Adv Text Entry & Formatting3	001	200	OA Elective2
OST 136	Word Processing3			G/ (2.000/ V
OST 137	Office Applications I	Eliai	ble for	Office Software Certificate (C25370S): CTS-130,
OST 164	Office Editing3			OST-137, OST-236, CTS-230
OST 286	Professional Development3		,	,
SUMMER SE	MESTER	Grad	uatior	Requirements 66 Credit Hours
CTS 130	Spreadsheet3			and Flori Auto Florithus
0.0	ENG Elective			s and Fine Arts Electives
		HUM		credit hours from the following courses) Technology and Society3
English Elec		HUM		Critical Thinking
(Choose 3 ci	redit hours from the following courses)	TIOIVI	110	Ontical Trimking
ENG 112	Writing/Research in the Disc3	Engli	ish Ele	ectives
ENG 114	Professional Research and Reporting3			credit hours from the following courses)
		ÈNG		Professional Research and Reporting3
Graduation	Requirements 36 Credit Hours	ENG	112	Writing/Research in the Disc3
O(() F)	D A050705			
	nance Degree - A25370F			ences Electives
-Online	intention has a new assessment in Office Figure			credit hours from the following courses)
	istration has a new concentration in Office Finance	PSY		General Psychology3
	e). Students can develop skills in accounting and office	SOC		Introduction to Sociology
	g with office procedures, office software applications,	PSY	118	Interpersonal Psychology3
	agement, office computations, keyboarding, editing ng, oral and written communication, critical thinking,	04 5	laativ	
	g and problem solving. The degree may be earned		lective	redit hours from the following courses:
online.	g and problem colving. The degree may be carried	BUS		Business Law I
		BUS		Human Resource Management3
Graduates co	ould qualify for employment opportunities in	OST		Keyboard Skill Building2
government	agencies, real estate offices, financial institutions, and	OST	135	Adv Text Entry & Format3
	Il offices and businesses. Students may be eligible to	OST	155	Legal Terminology3
take industry	-recognized certification exams.	OST	156	Legal Office Procedures3
		OST		Office Publications Design3
Program 9	Sequence	OST		Emerging Technologies2
•	•	WBL		Work –Based Learning I1
FIRST SEME		WBL		Work-Based Learning II
ENG 111	Writing and Inquiry3	WBL	112	Work-Based Learning I2
OST 122	Office Computations3			
OST 137	Office Applications I	1 00	ω O	ffice Degree A2E2701
OST 164	Office Editing			ffice Degree - A25370L
OST 184	Records Management3	-Onlin		inistration has a new concentration in Legal Office
SECOND SE	MESTED			ee). Students can develop skills in legal office
CTS 130	Spreadsheet3			and tasks, along with legal terminology, business law,
OST 134	Text Entry & Formatting			are applications, records management, office
OST 136	Word Processing			ns, keyboarding, editing and advanced formatting, oral
MAT 110	Math Measurement & Literacy			communication, critical thinking, team building, and
	English Elective3			lving. The degree may be earned online.
	Office Professional Certificate (C25370P): OST-122,			could qualify for employment opportunities in
,	ST-164, OST-184, OST-134, OST-136 SUMMER			t agencies, the court system, law offices, real estate
SEMESTER				ncial institutions, and large to small offices and
	Social Science Elective			. Students may be eligible to take industry-recognized exams.
	Humanities/FA Elective3	Cerui	Icalion	exams.
THIRD SEMI	ESTED	Dro	aram	Seguence
ACC 120	Prin of Financial Accounting4	1.10	grain	Sequence
OST 138	Office Applications II	FIRS	T SEM	IESTER
OST 181	Office Procedures	ENG		Writing and Inquiry3
OST 236	Adv Word Processing	OST		Text Entry & Formatting
OST 286	Professional Development3	OST		Word Processing
		OST		Office Applications I
Eligible for 0	Office Professional Diploma (D25370P): OST-122,	OST	155	Legal Terminology3
	ST-181, OST-184, OST-135, OST-136, OST-137, OST-	_		
	6, CTS-130, ENG-111, ENG Elective			EMESTER
		CTS	130	Spreadsheet3

OST 135	Adv Text Entry & Formatting3	SECOND S	SEMESTER
OST 156	Legal Office Procedures3	OST 135	Adv Text Entry & Format
MAT 110	Math Measurement & Literacy3	OST 156	Legal Office Procedures
	English Elective3		
		Graduation	n Requirements 15 Credit Hours
	Legal Office Certificate (C25370L): OST-134, OST-55, OST-135, OST-156		
SUMMER S	EMESTER		oftware Degree - A25370S
	Social Science Elective3	-Online	initiative than the common and the time in Office Office and
	Humanities/FA Elective3		inistration has a new concentration in Office Software
			ee). Students can develop skills in advanced office oplications, along with office procedures, records
THIRD SEM			ent, office computations, keyboarding, editing and
OST 122	Office Computations		oral and written communication, critical thinking, team
OST 138 OST 164	Office Applications II		nd problem solving. The degree may be earned online.
OST 184	Records Management 3	zananig, ai	na problem coming. The degree may be carried crimier
OST 236	Adv Word Processing	Graduates	could qualify for employment opportunities in
200	Adv vvoid i roocoomig		at agencies, financial institutions, and large to small
Fliaible for	Office Director in the Constituents (COF270D): OCT 100	offices and	businesses. Students may be eligible to take industry-
	Office Professional Certificate (C25370P): OST-122, OST-164, OST-184, OST-134, OST-136	recognized	certification exams.
007 707, 0	01 101, 001 101, 001 101	Program	Sequence
FOURTH SI		riogram	Dequence
BUS 115	Business Law I	FIRST SEN	MESTER
OST 165	Adv Office Editing	ENG 111	Writing and Inquiry
OST 286	Professional Development	OST 122	Office Computations
OST 289	Office Admin Capstone	OST 137	Office Applications I
	OA Elective3	OST 164	Office Editing
Graduation	Requirements 66 Credit Hours	OST 184	Records Management
O. addadio.	Troqui on one manning to order riouro	0500115	NEW EATER
	and Fine Arts Electives		SEMESTER
(Choose 3 c	redit hours from the following courses)	CTS 130	Spreadsheet
HUM 110	Technology and Society3	OST 134 OST 136	Text Entry & Formatting
HUM 115	Critical Thinking3	MAT 110	Math Measurement & Literacy
		IVIAT TTO	English Elective
English Ele			English Licotive
	eredit hours from the following courses)	Eliaible fo	r Office Professional Certificate (C25370P): OST-122,
ENG 114 ENG 112	Professional Research and Reporting		OST-164, OST-184, OST-134, OST-136
LINO 112	Wilding/Nesearch in the bisc		
Social Scie	nces Electives	SUMMER	SEMESTER
	redit hours from the following courses)		Social Science Elective
PSY 150	General Psychology3		Humanities/FA Elective
SOC 210	Introduction to Sociology3	THIRD SE	MECTED
PSY 118	Interpersonal Psychology3	CTS 230	Advanced Spreadsheet
		OST 138	Office Applications II
OA Elective		OST 181	Office Procedures
`	redit hours from the following courses)	OST 236	Adv Word Processing
BUS 153	Human Resource Management3	OST 286	Professional Development
CTS 230	Advanced Spreadsheet		·
OST 153 OST 132	Office Finance Solutions		r Office Professional Diploma (D25370P): OST-122,
OST 132	Keyboard Skill Building		OST-181, OST-184, OST-135, OST-136, OST-137, OST-
OST 233	Office Publications Design	164, OST-2	286, CTS-130, ENG 111, ENG ELective
OST 284	Emerging Technologies	Fliaible fo	office Cofficers Contificate (C25270C), CTC 420
WBL 111	Work –Based Learning I1		r Office Software Certificate (C25370S): CTS-130,
WBL 121	Work-Based Learning II1	031-130, 0	OST-137, OST-236, CTS-230
WBL 112	Work-Based Learning I2		
	-	FOURTH S	
Legal Of	ffice Certificate - C25370L	OST 153	Office Finance Solutions
-Online	· · · · · · · · · · · · · · · · · · ·	OST 165	Adv Office Editing
	ate provides a study of the office skills necessary for	OST 289	Office Admin Capstone
	t in a legal setting. The certificate may be earned	OST 233	Office Publications Design
online.	•		OA LIBOUVE
		Graduation	n Requirements 66 Credit Hours
FIRST SEM			
OST 134	Text Entry & Formatting	Humanitie	s and Fine Arts Electives
OST 136	Word Processing		credit hours from the following courses)
OST 155	Legal Terminology3	HUM 110	Technology and Society

HUM	115	Critical Thinking	. 3
Engl	ish Ele	ctives	
		edit hours from the following courses)	
ENG	114	Professional Research and Reporting	. 3
ENG	112	Writing/Research in the Disc	. 3
Socia	ıl Scien	ces Electives	
(Choo	se 3 cr	edit hours from the following courses)	
	150		. 3
SOC	210	Introduction to Sociology	. 3
PSY	118		. 3
OAF	lectives		
	lectives		
Choo	se 3 cre	edit hours from the following courses:	. 4
Choo	se 3 cre 120	edit hours from the following courses: Prin of Financial Accounting	. 4
Choo: ACC BUS	se 3 cre 120 115	dit hours from the following courses: Prin of Financial Accounting Business Law I	. 3
Choo: ACC BUS	se 3 cre 120 115 153	dit hours from the following courses: Prin of Financial Accounting Business Law I	. 3
Choo: ACC BUS BUS	se 3 cre 120 115 153 132	dit hours from the following courses: Prin of Financial Accounting Business Law I	. 3
Choo: ACC BUS BUS OST	se 3 cre 120 115 153 132 135	dit hours from the following courses: Prin of Financial Accounting Business Law I	3
Choose ACC BUS BUS OST OST	se 3 cre 120 115 153 132 135 155	dit hours from the following courses: Prin of Financial Accounting Business Law I	3
Choos ACC BUS BUS OST OST OST	se 3 cre 120 115 153 132 135 155 156	dit hours from the following courses: Prin of Financial Accounting	3
Choos ACC BUS BUS OST OST OST	se 3 cre 120 115 153 132 135 155 156 284	dit hours from the following courses: Prin of Financial Accounting Business Law I	3
Choo: ACC BUS BUS OST OST OST OST	se 3 cre 120 115 153 132 135 155 156 284 111	dit hours from the following courses: Prin of Financial Accounting	3 3 3 3

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

OST	136	Spreadsheet	3
OST	236	EMESTER Adv Word Processing Advanced Spreadsheet	

Graduation Requirements...... 15 Credit Hours

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