

Office Administration Programs

Office Administration Associate in Applied Science Degree

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software. Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
CIS 110	Intro to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 110	Math Measurement & Lit	2	2	0	0	3
	Or					
MAT 143	Quantitative Literacy	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
	Degree Pathway course					3
	Subtotal					(16)

Spring Semester						
ENG 114	Prof. Research and Reporting	3	0	0	0	3
MKT 223	Customer Service	3	0	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
	Humanities Elective**					3
	Degree Pathway course					3
	Subtotal					(15)

Summer Term						
CTS 125	Presentation Graphics	2	2	0	0	3
OST 233	Office Publications Design	2	2	0	0	3
OST 284	Emerging Technologies	1	2	0	0	2
	Major Course Elective***					3
	Social/Behavioral Science Elective*					3
	Subtotal					(14)

Fall Semester						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 125	Personal Finance	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
	Subtotal					(13)

Spring Semester						
ACC 140	Payroll Accounting	1	2	0	0	2
BUS 270	Professional Development	3	0	0	0	3
OST 289	Office Admin Capstone	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Major Course Elective***					3
	Degree Pathway course					3
	Subtotal					(15)

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

***Major Course Electives are to be selected from the following:

ACC 150	Acct Software Application	1	3	0	0	2
BUS 110	Introduction to Business	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 230	Small Business Mgmt	3	0	0	0	3
HMT 110	Intro to Healthcare Mgt	3	0	0	0	3
HMT 211	Long-Term Care Admin	3	0	0	0	3
HMT 212	Mgt of Healthcare Org	3	0	0	0	3
MED 121	Medical Terminology I	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
MKT 220	Advertising and Sales Promo	3	0	0	0	3
MKT 225	Marketing Research	3	0	0	0	3
MKT 227	Marketing Applications	3	0	0	0	3
MKT 232	Social Media Marketing	3	2	0	0	4
OST 141	Med Office Terms I	3	0	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 153	Office Finance Solutions	2	2	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3
OST 243	Med Office Simulation	2	2	0	0	3
OST 271	Office Web Technologies	2	2	0	0	3
WBL 113	Work-Based Learning I	0	0	0	30	3
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 122	Work-Based Learning II	0	0	0	20	2
WBL 123	Work-Based Learning II	0	0	0	30	3
WBL 131	Work-Based Learning III	0	0	0	10	1
WBL 132	Work-Based Learning III	0	0	0	20	2

Total Semester Credit Hours in Program.....66-73

Students should select one of the following Degree Pathways:

General Office Admin Pathway (A25370GO)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Spring Semester						
OST 153	Office Finance Solutions	2	2	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3
OST 271	Office Web Technologies	2	2	0	0	3

Total Semester Credit Hours in Program..... 73

Office Finance Pathway (A25370F)

	Class	Lab	Clinic	Work	Credit	
				Exp.		

Fall Semester						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 125	Personal Finance	3	0	0	0	3

Spring Semester						
OST 153	Office Finance Solutions	2	2	0	0	3

Total Semester Credit Hours in Program.....67

Office Software Pathway (A25370S)

Fall Semester

CTS 130	Spreadsheet	2	2	0	0	3
---------	-------------	---	---	---	---	---

Spring Semester

CTS 130	Spreadsheet	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3

Summer Term

CTS 130	Spreadsheet	2	2	0	0	3
OST 233	Office Publications Design	2	2	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3

Total Semester Credit Hours in Program..... 73

Office Administration - General Office (D25370) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
CIS 110	Intro to Computers	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
	Humanities Elective**					3
Or						
	Social/Behavioral Science Elective**					3
	Subtotal					(16)
Spring Semester						
BUS 270	Professional Development	3	0	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3
OST 289	Office Admin Capstone	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Subtotal					(16)
Summer Term						
CTS 125	Presentation Graphics	2	2	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
OST 284	Emerging Technologies	1	2	0	0	2
	Subtotal					(11)

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

Total Semester Credit Hours in Program..... 43

Office Administration – Medical Office (D25370M) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
OST 136	Word Processing	2	2	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
	Humanities Elective**					3
Or						
	Social/Behavioral Science Elective**					3
	Subtotal					(16)
Spring Semester						
BUS 270	Professional Development	3	0	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
OST 289	Office Admin Capstone	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Subtotal					(16)
Summer Term						
CIS 110	Intro to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 243	Med Office Simulation	2	2	0	0	3
	Subtotal					(12)

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

Total Semester Credit Hours in Program..... 44

Office Administration - Healthcare Management (D25370HM) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
HMT 110	Intro to Healthcare Mgt	3	0	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(16)

Spring Semester

BUS 270	Professional Development	3	0	0	0	3
HMT 211	Long-Term Care Admin	3	0	0	0	3
HMT 212	Mgt of Healthcare Org	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
Subtotal						(16)

Summer Term

CIS 110	Intro to Computers	2	2	0	0	3
MAT 110	Math Measurement & Lit	2	2	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
Subtotal						(12)

Total Semester Credit Hours in Program..... 44

Office Administration – Basic Office (C25370) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

OST 136	Word Processing	2	2	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
Subtotal						(9)

Spring Semester

CTS 130	Spreadsheet	2	2	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
Subtotal						(7)

Total Semester Credit Hours in Program..... 16

Office Administration – Medical Office (C25370M) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

OST 141	Med Office Terms I	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
Subtotal						(9)

Spring Semester

OST 136	Word Processing	2	2	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
Subtotal						(6)

Summer Term

OST 149	Medical Legal Issues	3	0	0	0	3
Subtotal						(3)

Total Semester Credit Hours in Program..... 18

Office Administration – Basic Office Bookkeeping (C25370B) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

CIS 110	Intro to Computers	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
Subtotal						(12)

Spring Semester

OST 134	Text Entry & Formatting	2	2	0	0	3
OST 153	Office Finance Solutions	2	2	0	0	3
Subtotal						(6)

Total Semester Credit Hours in Program..... 18

Office Administration – Healthcare Management (C25370HM) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
HMT 110	Intro to Healthcare Mgt	3	0	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
Subtotal						(7)

Spring Semester

HMT 211	Long-Term Care Admin	3	0	0	0	3
HMT 212	Mgt of Healthcare Org	3	0	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
Subtotal						(9)

Total Semester Credit Hours in Program..... 16