

## Office Administration - Office Professional (A25370P)

### A.A.S. Degree (Online) PROGRAM PLANNING GUIDE

Updated: Fall 2019

Origination Date: Fall 2017

Courses taken more than 5 yrs. ago may not receive transfer credit. Consult your advisor for details.

#### Curriculum By Semester

			Hours Per Week		Credits
			Class	Lab	
<b>FIRST SEMESTER</b>					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
<b>OST</b>	<b>137</b>	<b>Office Applications I</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>OST</b>	<b>164</b>	<b>Office Editing</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>OST</b>	<b>184</b>	<b>Records Management</b>	<b>2</b>	<b>2</b>	<b>3</b>

<b>SECOND SEMESTER</b>					
CTS	130	Spreadsheet	2	2	3
<b>OST</b>	<b>134</b>	<b>Text Entry &amp; Formatting</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>OST</b>	<b>136</b>	<b>Word Processing</b>	<b>2</b>	<b>2</b>	<b>3</b>
		Math/Science Elective	-	-	3
		English Elective	-	-	3

*Eligible for Office Professional Certificate (C25370P)*

<b>SUMMER SEMESTER</b>					
		Social Science Elective	-	-	3
		Humanities/FA Elective	-	-	3

<b>THIRD SEMESTER</b>					
OST	135	Adv Text Entry and Formatting	2	2	3
OST	138	Office Applications II	2	2	3
<b>OST</b>	<b>181</b>	<b>Office Procedures</b>	<b>2</b>	<b>2</b>	<b>3</b>
OST	236	Adv Word Processing	2	2	3
<b>OST</b>	<b>286</b>	<b>Professional Development</b>	<b>3</b>	<b>0</b>	<b>3</b>

*Eligible for Office Professional Diploma (D25370P)*

<b>FOURTH SEMESTER</b>					
CTS	230	Advanced Spreadsheet	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	145	Social Media for Office Prof	2	2	3
<b>OST</b>	<b>289</b>	<b>Office Admin Capstone</b>	<b>2</b>	<b>2</b>	<b>3</b>
		OA Elective	-	-	3

*Eligible for Office Software Certificate (C25370S)*

**GRADUATION REQUIREMENT:**

**Credit Hours    66**

Registrar's Office Approved - 6/25/19

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### A.A.S. Degree (Online) PROGRAM PLANNING GUIDE

General Education Electives					
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			Hours Per Week		
			Class	Lab	Credits

Humanities and Fine Arts Electives					
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(choose one -- 3 credit hours)

HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3

English Electives					
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(choose one -- 3 credit hours)

ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Professional Research and Reporting	3	0	3

Math/Science Electives					
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(choose one -- 3 credit hours)

MAT	110	Math Measurement & Literacy	2	2	3
BIO	161	Intro to Human Biology	3	0	3

Social Science Electives					
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(choose one -- 3 credit hours)

PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
PSY	118	Interpersonal Psychology	3	0	3

OA Electives			Class	Lab	Credits
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(choose a minimum of 3 credit hours from the following courses)

BUS	153	Human Resource Management	3	0	3
OST	132	Keyboard Skill Building	1	2	2
OST	153	Office Finance Solutions	2	2	3
OST	155	Legal Terminology	3	0	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	113	Work-Based Learning I*	0	0	3
WBL	121	Work-Based Learning II*	0	0	1
WBL	122	Work-Based Learning II*	0	0	2
WBL	131	Work-Based Learning I*	0	0	1

\*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 113, or two semesters as WBL 111 and WBL 122, or two semesters as WBL 112 and WBL 121, or three semesters as WBL 111, WBL 121, and WBL 131.