

INFORMATION TECHNOLOGY

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

FALL 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

SPRING SEMESTER

— —	English Elective.....	3
— —	Math/Science Elective.....	3
CTS 130	Spreadsheet.....	3
OST 136	Word Processing.....	3
OST 134	Text Entry & Formatting.....	3

SUMMER SEMESTER

— —	Social Science Elective	
— —	HUM / FA Elective	

FALL 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

SPRING SEMESTER

CTS 230	Advanced Spreadsheet.....	3
OST 165	Adv Office Editing.....	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

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 112	Writing/Research in the Disc.....	3
ENG 114	Professional Research and Reporting	3
COM 120	Intro Interpersonal Comm	3

Math/Science Electives

(Choose 3 credit hours from the following courses)

MAT 110	Math Measurement & Literacy	3
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BIO 161	Intro to Human Biology	3
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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
OST 145	Social Media for Office Prof.....	3
OST 153	Office Finance Solutions.....	3
OST 155	Legal Terminology	3
WBL 111	Work-Based Learning I*.....	1
WBL 112	Work-Based Learning I.....	2
WBL 113	Work-Based Learning I.....	3
WBL 121	Work-Based Learning II*	1
WBL 122	Work-Based Learning II.....	2
WBL 131	Work-Based Learning I.....	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 131, or three semesters as WBL 111, WBL 121, and WBL 131.

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.

FALL SEMESTER

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

SPRING 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.

INFORMATION TECHNOLOGY

Program Sequence

FALL SEMESTER

ENG 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

SPRING 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
COM 120	Intro Interpersonal Comm	3

Graduation Requirements 36 Credit Hours

Legal Office Degree - A25370L

-Online

Office Administration has a 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

FALL 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

SPRING SEMESTER

CTS 130	Spreadsheet.....	3
OST 135	Adv Text Entry & Formatting	3
OST 156	Legal Office Procedures.....	3
— —	Math/Science Elective.....	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

FALL SEMESTER

OST 122	Office Computations.....	3
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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

SPRING 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 112	Writing/Research in the Disc	3
ENG 114	Professional Research and Reporting	3
COM 120	Intro Interpersonal Comm.....	3

Math/Science Electives

(Choose 3 credit hours from the following courses)

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

CTS 230	Advanced Spreadsheet	3
OST 153	Office Finance Solutions.....	3
OST 145	Social Media for Office Prof.....	3
WBL 111	Work –Based Learning I.....	1
WBL 112	Work-Based Learning I.....	2
WBL 113	Work-Based Learning I.....	3
WBL 121	Work-Based Learning II.....	1
WBL 122	Work-Based Learning II.....	2
WBL 131	Work-Based Learning I.....	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.

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.

FALL SEMESTER

OST 134	Text Entry & Formatting.....	3
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INFORMATION TECHNOLOGY

OST 136	Word Processing.....	3
OST 155	Legal Terminology.....	3

SPRING SEMESTER

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

Graduation Requirements 15 Credit Hours

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.

FALL SEMESTER

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

SPRING SEMESTER

OST 236	Advanced Word Processing.....	3
CTS 230	Advanced Spreadsheet.....	3

Graduation Requirements 15 Credit Hours