

OFFICE MANAGEMENT DEGREE (A25370)

The Office Management 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. The Office Accounting Assistant/Bookkeeping track emphasizes skills in accounts payable, receivable, payroll, accounting software (usually QuickBooks®), and general accounting assistant duties.

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.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Dean and program instructor(s) will determine if courses need to be repeated.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
OST 122 Office Computations	2	2	3
OST 131 Keyboarding	1	2	2
OST 136 Word Processing	2	2	3
OST 137 Office Applications I	2	2	3
OST 164 Office Editing	3	0	3
Total	10/11	8/10	15
SPRING SEMESTER			
ACC 120 Principles of Financial Accounting	3	2	4
OST 134 Text Entry and Formatting	2	2	3
OST 138 Office Applications II	2	2	3
OST 236 Advanced Word Processing	2	2	3
WBL 110 World of Work	1	0	1
Total	10	8	14
SUMMER SEMESTER			
*ENG 111 Writing and Inquiry	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	9	0	9
FALL SEMESTER			
**English/Communication Elective	3	0	3
**Math	2/3	2	3/4
OST 286 Professional Development	3	0	3
WBL 111 Work-Based Learning I	0	10	1
***Major Elective	3	0	3
Total	11/12	12	13/14
SPRING SEMESTER			
ACC 150 Accounting Software Applications	1	3	2
BUS 137 Principles of Management	3	0	3
OST 233 Office Publications	2	2	3
OST 284 Emerging Technologies	1	2	2
OST 289 Office Admin Capstone	2	2	3
***Major Elective	3	0	3
Total	12	9	16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			67/68

*This course is a component of the general education requirements needed for graduation.

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**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVES <i>Select six (6) SHC from the following:</i>			
BUS 115 Business Law I	3	0	3
BUS 151 People Skills	3	0	3
BUS 260 Business Communication	3	0	3
OST 141 Med Office Terms I	3	0	3
OST 142 Med Office Terms II	3	0	3
OST 148 Med Ins and Billing	3	0	3
OST 149 Medical Legal Issues	3	0	3