

OFFICE ADMINISTRATION DEGREE – OFFICE ASSISTANT/BOOKKEEPING (A25370)

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. 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.

COURSE & HOUR REQUIREMENTS

| Course Number & Name | Class Hours | Lab Hours | Credit Hours |
|--|-------------|-----------|--------------|
| FALL SEMESTER | | | |
| ACA 111 College Student Success | 1 | 0 | 1 |
| *ENG 111 Writing and Inquiry | 3 | 0 | 3 |
| 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 |
| Total | 11 | 8 | 15 |
| SPRING SEMESTER | | | |
| ACC 120 Principles of Financial Accounting | 3 | 2 | 4 |
| *Humanities/Fine Arts Elective | 3 | 0 | 3 |
| 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 |
| Total | 12 | 8 | 16 |
| SUMMER SEMESTER | | | |
| ACC 150 Accounting Software Applications | 1 | 3 | 2 |
| OST 164 Office Editing | 3 | 0 | 3 |
| WBL 110 World of Work | 1 | 0 | 1 |
| *Social/Behavioral Science Elective | 3 | 0 | 3 |
| Total | 8 | 3 | 9 |
| FALL SEMESTER | | | |
| *ENG 114 Prof. Res. & Reporting | 3 | 0 | 3 |
| *MAT 143 Quantitative Literacy | 2 | 2 | 3 |
| OST 184 Records Management | 2 | 2 | 3 |
| OST 286 Professional Development | 3 | 0 | 3 |
| **Major Elective | 3 | 0 | 3 |
| Total | 13 | 4 | 15 |
| SPRING SEMESTER | | | |
| OST 233 Office Publications Design | 2 | 2 | 3 |
| OST 284 Emerging Technologies | 1 | 2 | 2 |
| OST 289 Office Admin Capstone | 2 | 2 | 3 |
| WBL 111 Work-Based Learning I | 0 | 10 | 1 |
| **Major Elective | 3 | 0 | 3 |
| Total | 8 | 16 | 12 |
| TOTAL SEMESTER CREDIT HOURS FOR DEGREE | | | 67 |
| ** MAJOR ELECTIVES Choose six (6) hours from the following: | | | |
| Business: BUS 115, 151, 260 | 3 | 0 | 3 |
| Office Systems Technology: OST 141, 142, 148, 149 | 3 | 0 | 3 |

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

NOTE: Students are required to take ACA 111 in their first semester.

NOTE: Students must select six (6) semester hours credit with one course from the humanities/fine arts discipline and one course from the social/behavioral sciences discipline. See advisor for list of approved courses.

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 Curriculum Dean and program instructor(s) will determine if courses need to be repeated.

ADMINISTRATIVE ASSISTANT CERTIFICATE (C25370E)

The Administrative Assistant certificate prepares individuals for basic skills necessary for entry-level employment, such as keyboarding, grammar, document formatting, paper and electronic filing, and office software applications. Upon completion of this certificate, students may use these skills to find entry-level employment and/or elect to continue their education by earning an Associated in Applied Science degree in Office Administration.

COURSE & HOUR REQUIREMENTS

| Class Title | Class Hours | Lab Hours | Credit Hours |
|--|-------------|-----------|--------------|
| OST 131 Keyboarding | 1 | 2 | 2 |
| OST 134 Text Entry and Formatting | 2 | 2 | 3 |
| OST 136 Word Processing | 2 | 2 | 3 |
| OST 137 Office Applications I | 2 | 2 | 3 |
| OST 164 Office Editing | 3 | 0 | 3 |
| OST 184 Records Management | 2 | 2 | 3 |
| TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE | 12 | 10 | 17 |

NOTE: This certificate starts each fall and can be completed in 3 semesters.

OFFICE SOFTWARE CERTIFICATE (C25370B)

The Office Software certificate is designed to provide Microsoft® Office software skills to produce documents, spreadsheets, presentations, and databases. Upon completion of this certificate, students may use these skills to find entry-level employment and/or elect to continue their education by earning an Associated in Applied Science degree in Office Administration.

COURSE & HOUR REQUIREMENTS

| Class Title | Class Hours | Lab Hours | Credit Hours |
|--|-------------|-----------|--------------|
| OST 131 Keyboarding | 1 | 2 | 2 |
| OST 136 Word Processing | 2 | 2 | 3 |
| OST 137 Office Applications I | 2 | 2 | 3 |
| OST 138 Office Applications II | 2 | 2 | 3 |
| OST 236 Advanced Word Processing | 2 | 2 | 3 |
| TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE | 9 | 10 | 14 |

1. This certificate starts each fall.
2. After completing the Computer Software Applications certificate, students will be eligible to take the Microsoft Office Specialist exams through an independent testing facility.

OFFICE ASSISTANT/BOOKKEEPING CERTIFICATE (C25370F)

The Office Assistant/Bookkeeping certificate is designed for students who wish to specialize as accounting assistants or bookkeepers. Upon completion of the certificate, students will be able to perform accounts payable, receivable, payroll, or general accounting assistant duties. They may find entry-level employment with these finance skills and/or elect to continue their education by earning an Associate in Applied Science degree in Office Administration and/or Accounting.

COURSE & HOUR REQUIREMENTS

| Class Title | Class Hours | Lab Hours | Credit Hours |
|--|-------------|-----------|--------------|
| ACC 120 Principles of Financial Accounting | 3 | 2 | 4 |
| ACC 150 Accounting Software Applications | 1 | 3 | 2 |
| OST 122 Office Computations | 2 | 2 | 3 |
| OST 137 Office Applications I | 2 | 2 | 3 |
| OST 138 Office Applications II | 2 | 2 | 3 |
| TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE | 10 | 11 | 15 |

NOTE: This certificate starts each fall and can be completed in 3 semesters.