

# Office Administration - Office Professional (A25370P)

A.A.S. Degree (Online)

## PROGRAM PLANNING GUIDE

Revised Date: Fall 2022

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		
			Class	Lab	Credits
<b>FALL SEMESTER</b>					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
OST	137	Office Applications I	2	2	3
OST	164	Office Editing	3	0	3
OST	171	Intro to Virtual Office	2	2	3
<b>SPRING SEMESTER</b>					
CTS	130	Spreadsheet	2	2	3
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
		Math/Science Elective	-	-	3
		English Elective	-	-	3
<b>SUMMER SEMESTER</b>					
		Social Science Elective	-	-	3
		Humanities/FA Elective	-	-	3
<b>FALL SEMESTER</b>					
OST	135	Adv Text Entry and Formatting	2	2	3
OST	138	Office Applications II	2	2	3
OST	181	Office Procedures	2	2	3
OST	236	Adv Word Processing	2	2	3
OST	286	Professional Development	3	0	3
<b>SPRING SEMESTER</b>					
CTS	230	Advanced Spreadsheet	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	289	Office Admin Capstone	2	2	3
		OA Electives	-	-	6
<b>GRADUATION REQUIREMENT:</b>			Credit Hours	66	

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General Education Electives					
			Hours Per Week		
			Class	Lab	Credits
<b>Humanities and Fine Arts Electives</b>					
(choose one -- 3 credit hours)					
HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3
<b>English Electives</b>					
(choose one -- 3 credit hours)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Professional Research and Reporting	3	0	3
COM	120	Intro Interpersonal Com	3	0	3
<b>Math/Science Electives</b>					
(choose one -- 3 credit hours)					
MAT	110	Math Measurement & Literacy	2	2	3
BIO	161	Intro to Human Biology	3	0	3
<b>Social Science Electives</b>					
(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
<b>OA Electives</b>					
(choose a minimum of 6 credit hours from the following courses)					
ACC	120	Prin of Financial Accounting	3	2	4
OST	145	Social Media for Office Prof	2	2	3
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