COMPUTER TECHNOLOGIES

OFFICE ADMINISTRATION

Office Professional Degree - A25370P
-Online

The Office Professional curriculum (AAS degree) prepares individuals for employment as administrative office personnel. Students 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 is available online.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST 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

SECOND SEMESTER

___	___	English Elective	3
CTS	130	Spreadsheet	3
OST	136	Word Processing	3
OST	134	Text Entry & Formatting	3
MAT	110	Math Measurement & Literacy	3

SUMMER SEMESTER

___	___	Social Science Elective	
___	___	HUM / FA Elective	

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

THIRD 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

Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG-111, ENG Elective

FOURTH SEMESTER

CTS	230	Advanced Spreadsheet	3
OST	165	Adv Office Editing	3
OST	233	Office Publications Design	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

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

ACC	120	Prin of Financial Accounting	3
BUS	115	Business Law I	3
BUS	153	Human Resource Management	3
OST	132	Keyboard Speed Building	2
OST	153	Office Finance Solutions	3
OST	155	Legal Terminology	3
OST	156	Legal Office Procedures	3
OST	284	Emerging Technologies	2
WBL	111	Work –Based Learning I*	1
WBL	121	Work-Based Learning II*	1
WBL	112	Work-Based Learning I*	2

Graduation Requirements...................................... 66 Credit Hours

* 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 112, or two semesters as WBL 111 and WBL 121.

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.

FIRST SEMESTER

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

SECOND 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 develop skills in records management, office computations, software applications, office procedures, keyboarding, editing and advanced formatting, critical thinking, and problem solving. The diploma is available online.

Graduates should qualify for entry-level employment opportunities in a variety of office positions in business, government, and industry. Students are eligible to take industry-recognized certification exams.

Program Sequence

COMPUTER TECHNOLOGIES

FIRST 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

SECOND 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

Graduation Requirements..................................... 36 Credit Hours

Office Finance Degree - A25370F
-Online
Office Administration has a new concentration in Office Finance (AAS degree). Students develop skills in accounting and office finance, along with office procedures, office software applications, records management, office computations, keyboarding, editing and formatting, oral and written communication, critical thinking, team building and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in government agencies, real estate offices, financial institutions, and large to small offices and businesses. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER
ENG 111 Writing and Inquiry 3
OST 122 Office Computations 3
OST 137 Office Applications I 3
OST 164 Office Editing 3
OST 184 Records Management 3

SECOND SEMESTER
CTS 130 Spreadsheet 3
OST 134 Text Entry & Formatting 3
OST 136 Word Processing 3
MAT 110 Math Measurement & Literacy 3
___ ___ English Elective 3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136**SUMMER SEMESTER**
___ ___ Social Science Elective 3
___ ___ Humanities/FA Elective 3

THIRD SEMESTER
ACC 120 Prin of Financial Accounting 4
OST 138 Office Applications II 3
OST 181 Office Procedures 3
OST 236 Adv Word Processing 3
OST 286 Professional Development 3

Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG-111, ENG Elective

FOURTH SEMESTER
OST 153 Office Finance Solutions 3
CTS 230 Advanced Spreadsheet 3
OST 165 Adv Office Editing 3
OST 289 Office Admin Capstone 3
___ ___ OA Elective 2

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 114 Professional Research and Reporting 3
ENG 112 Writing/Research in the Disc 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 2 credit hours from the following courses:
BUS 115 Business Law I 3
BUS 153 Human Resource Management 3
OST 132 Keyboard Skill Building 2
OST 135 Adv Text Entry & Format 3
OST 155 Legal Terminology 3
OST 156 Legal Office Procedures 3
OST 233 Office Publications Design 3
OST 284 Emerging Technologies 2
WBL 111 Work –Based Learning I 1
WBL 121 Work-Based Learning II 1
WBL 112 Work-Based Learning I 2

Legal Office Degree - A25370L
-Online
Office Administration has a new concentration in Legal Office (AAS degree). Students 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 is available online.

Graduates should 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 are eligible to take industry-recognized certification exams.

Program Sequence

FIRST 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 |

SECOND SEMESTER

CTS	130	Spreadsheet	3
OST	135	Adv Text Entry & Formatting	3
OST	156	Legal Office Procedures	3
MAT	110	Math Measurement & Literacy	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 |

THIRD SEMESTER

OST	122	Office Computations	3
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

FOURTH 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 | 114 | Professional Research and Reporting | 3 |
| ENG | 112 | Writing/Research in the Disc | 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)

BUS	153	Human Resource Management	3
CTS	230	Advanced Spreadsheet	3
OST	153	Office Finance Solutions	3
OST	132	Keyboard Skill Building	2
OST	181	Office Procedures	3
OST	233	Office Publications Design	3
OST	284	Emerging Technologies	2
WBL	111	Work –Based Learning I	1
WBL	121	Work-Based Learning II	1
WBL	112	Work-Based Learning I	2

Legal Office Certificate – C25370L
-Online
This certificate provides a study of the office skills necessary for employment in a legal setting. The certificate is available online.

FIRST SEMESTER

OST	134	Text Entry & Formatting	3
OST	136	Word Processing	3
OST	155	Legal Terminology	3

SECOND SEMESTER

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

Graduation Requirements..................................... 15 Credit Hours

Office Software Degree - A25370S
-Online
Office Administration has a new concentration in Office Software (AAS degree). Students develop skills in advanced office software applications, along with office procedures, records management, office computations, keyboarding, editing and formatting, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in government agencies, financial institutions, and large to small offices and businesses. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER

ENG	111	Writing and Inquiry	3
OST	122	Office Computations	3
OST	137	Office Applications I	3
OST	164	Office Editing	3
OST	184	Records Management	3

SECOND SEMESTER

CTS	130	Spreadsheet	3
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	3
MAT	110	Math Measurement & Literacy	3
___	___	English Elective	3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

SUMMER SEMESTER

| ___ | ___ | Social Science Elective | 3 |
| ___ | ___ | Humanities/FA Elective | 3 |

THIRD SEMESTER

CTS	230	Advanced Spreadsheet	3
OST	138	Office Applications II	3
OST	181	Office Procedures	3
OST	236	Adv Word Processing	3
OST	286	Professional Development	3

Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG 111, ENG ELective

Eligible for Office Software Certificate (C25370S): CTS-130, OST-136, OST-137, OST-236, CTS-230

FOURTH SEMESTER

OST	153	Office Finance Solutions	3
OST	165	Adv Office Editing	3
OST	289	Office Admin Capstone	3
OST	233	Office Publications Design	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 114   Professional Research and Reporting 3
ENG 112   Writing/Research in the Disc 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:
ACC 120   Prin of Financial Accounting 4
BUS 115   Business Law I... 3
BUS 153   Human Resource Management 3
OST 132   Keyboard Skill Building... 2
OST 135   Adv Text Editing and Formatting................................ 3
OST 155   Legal Terminology 3
OST 156   Legal Office Procedures 3
OST 284   Emerging Technologies.. 2
WBL 111   Work –Based Learning I 1
WBL 121   Work-Based Learning II... 1
WBL 112   Work-Based Learning I.. 2

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 is available online.

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

SECOND SEMESTER
OST 236   Adv Word Processing 3
CTS 230   Advanced Spreadsheet 3

Graduation Requirements..................................... 15 Credit Hours

* 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 112, or two semesters as WBL 111 and WBL 121.