

## OFFICE ADMINISTRATION

### AAS Degree (A25370)

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Student ID \_\_\_\_\_

Graduation Date \_\_\_\_\_

**1st YEAR -- FALL SEMESTER**

	Class	Lab	Credit	Sem/Yr	Grade
ACA 115 Success & Study Skills	0	2	1	_____	_____
BUS 121 Business Math	2	2	3	_____	_____
CIS 110 Introduction to Computers	2	2	3	_____	_____
ENG 111 Writing & Inquiry (Prereq DRE 098)	3	0	3	_____	_____
OST 131 Keyboarding	1	2	2	_____	_____
OST 134 Text Entry & Formatting	2	2	3	_____	_____
OST 164 Office Editing	3	0	3	_____	_____

**1st YEAR -- SPRING SEMESTER**

BUS 260 Business Communication (Prereq ENG 111)	3	0	3	_____	_____
CTS 130 Spreadsheet (Prereq CIS 110 or OST 137)	2	2	3	_____	_____
COM 231 Public Speaking	3	0	3	_____	_____
OST 136 Word Processing	2	2	3	_____	_____
OST 184 Records Management	2	2	3	_____	_____
_____ Business Technology Elective	1-3	0-3	3-Feb	_____	_____

**2nd YEAR -- FALL SEMESTER**

ACC 120 Principles of Financial Accounting	3	2	4	_____	_____
DBA 110 Database Concepts	2	3	3	_____	_____
OST 286 Professional Development	3	0	3	_____	_____
PSY 150 General Psychology	3	0	3	_____	_____
MAT 110 Math Measurement (Prereq DMA 010-030)	2	2	3	_____	_____
OR					
MAT 143 Quantitative Literacy (Prereq DMA 010-050 & DRE 098)	2	2	3	_____	_____

**2nd YEAR -- SPRING SEMESTER**

WBL 111 Work-Based Learning I	0	0	1	_____	_____
ACC 150 Accounting Software Appl (Prereq ACC 120 or ACC 115)	1	3	2	_____	_____
OST 289 Administrative Office Management (Prereq OST 164 and either OST 134 or OST 136)	2	2	3	_____	_____
CSVI 110 Intro to Customer Service	3	0	3	_____	_____
BUS 137 Principles of Management	2	2	3	_____	_____
_____ Humanities/Fine Arts Elective (Choose one: HUM 110, <b>HUM 115</b> , or <b>PHI 240</b> )	3	0	3	_____	_____

**Prerequisite Developmental Courses**

Developmental Math (DMA)	010	020	030	040	050
Developmental English/Reading (DRE)	096	097	098		

## **BUSINESS TECHNOLOGY ELECTIVES**

**(select 3 credit hours):**

<b><u>Course</u></b>	<b><u>Description</u></b>	<b><u>Credit Hours</u></b>
ACC 131	Federal Income Taxes	3
BAF 110	Principles of Banking	3
BAF 111	Teller Training	3
BAF 131	Fund of Bank Lending	3
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 135	Principles of Supervision	3
DBA 112	Database Utilization	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MKT 120	Principles of Marketing	3
OST 122	Office Computations	3
OST 132	Keyboard Skillbuilding	3
OST 135	Advanced Text Entry & Formatting	3
OST 137	Office Software Applications	3
OST 140	Internet Comm/Research	2
OST 141	Med Office Terms I	3
OST 142	Med Office Terms II	3
OST 148	Med Insurance & Billing	3
OST 149	Medical Legal Issues	3
OST 153	Office Finance Solutions	3
OST 165	Advanced Text Editing Applications	3
OST 223	Admin Office Transcript I	3
OST 233	Office Publications	3
OST 236	Adv Word/Info Processing	3
OST 241	Med Ofc Transcription I	3
OST 242	Med Ofc Transcription II	2
OST 243	Med Office Simulation	3
OST 244	Med Document Production	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
OST 249	Med Coding Certification Prep	3
OST 281	Emerg Issues in Med Office	3
OST 285	Advanced Emerg Issues in Med Office	3
OST 288	Medical Office Admin Capstone	3

# OFFICE ADMINISTRATION

## Diploma (D25370)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Student ID \_\_\_\_\_

Date \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Graduation Date \_\_\_\_\_

### FALL SEMESTER

	Class	Lab	Credit	Sem/Yr	Grade
ACA 115 Success & Study Skills	0	2	1	_____	_____
ACC 120 Principles of Financial Accounting	3	2	4	_____	_____
OST 134 Text Entry & Formatting	2	2	3	_____	_____
CIS 110 Introduction to Computers	2	2	3	_____	_____
ENG 111 Writing & Inquiry ( <i>Prereq DRE 098</i> )	3	0	3	_____	_____
OST 164 Office Editing	3	0	3	_____	_____
OST 286 Professional Development	3	0	3	_____	_____

### SPRING SEMESTER

BUS 260 Business Communication ( <i>Prereq ENG 111</i> )	3	0	3	_____	_____
CTS 130 Spreadsheet ( <i>Prereq CIS 110 or OST 137</i> )	2	2	3	_____	_____
ACC 150 Accounting Software Appl	1	3	2	_____	_____
OST 136 Word Processing	2	2	3	_____	_____
CSV 110 Intro to Customer Service	3	0	3	_____	_____
OST 184 Records Management	2	2	3	_____	_____
_____ Humanities/Fine Arts Elect	3	0	3	_____	_____
HUM 110, HUM 115, or PHI 240					

# OFFICE ADMINISTRATION Certificate (C25370)

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Student ID \_\_\_\_\_

Graduation Date \_\_\_\_\_

**REQUIRED COURSES**

	<b>Class</b>	<b>Lab</b>	<b>Credit</b>	<b>Sem/Yr</b>	<b>Grade</b>
OST 131 Keyboarding	1	2	2	_____	_____
OST 134 Text Entry & Formatting	2	2	3	_____	_____
OST 136 Word Processing	2	2	3	_____	_____
OST 164 Office Editing	3	0	3	_____	_____
OST 286 Professional Development	3	0	3	_____	_____

## Certificates/Diplomas for Office Administration Students

### Office Finance Certificate:

ACC 120 Prin of Financial Accting  
ACC 150 Accounting Software Appl  
BUS 121 Business Math  
CTS 130 Spreadsheet

### Customer Service Certificate:

CSV 110 Intro to Customer Service  
OST 134 Text Entry & Formatting  
OST 164 Office Editing  
OST 286 Professional Development

### Microsoft Office Applications Certificate OR Law Office Receptionist Certificate:

CIS 110 Intro to Computers  
CTS 130 Spreadsheet  
DBA 110 Database Concepts  
OST 136 Word Processing **OR**  
OST 137 Office Software Apps.

BUS 115 Business Law I  
CSV 110 Intro to Customer Service  
OST 134 Text Entry & Formatting  
OST 286 Professional Development

### Office Receptionist Medical Intake Certificate

OST 134 Text Entry & Formatting  
OST 136 Word Processing **OR**  
OST 137 Office Software Apps.  
MED 121 Medical Terminology I **OR**  
OST 141 Med Office Terms I  
OST 286 Professional Development



### Banking and Finance Teller Certificate

BAF 111 Teller Training  
CSV 110 Intro to Customer Service  
OST 134 Text Entry & Formatting  
OST 164 Office Editing  
OST 286 Professional Development