

# TECHNICAL & VOCATIONAL PROGRAMS

## Office Administration

### A 25 37 0 Associate in Applied Science

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

#### General Education Courses

| <i>Communications</i> |                                   | <i>[prerequisite]</i> | <i>Seq</i> | <i>Class</i> | <i>Lab</i> | <i>Credits</i> |
|-----------------------|-----------------------------------|-----------------------|------------|--------------|------------|----------------|
| ENG 111               | Expository Writing                | [ENG 090/RED 090]     | F1         | 3            | 0          | 3              |
| ENG 112               | Argument Based Research           | [ENG 111]             | F2         | 3            | 0          | 3              |
| or                    |                                   |                       |            |              |            |                |
| ENG 114               | Professional Research & Reporting | [ENG 111]             | F2         | 3            | 0          | 3              |
| COM 231               | Public Speaking                   | [ENG 111]             | F2         | 3            | 0          | 3              |

| <i>Natural Science/Mathematics</i> |                     | <i>[prerequisite]</i> | <i>Seq</i> | <i>Class</i> | <i>Lab</i> | <i>Credits</i> |
|------------------------------------|---------------------|-----------------------|------------|--------------|------------|----------------|
| MAT 115                            | Mathematical Models | [MAT 070]             | F1         | 3            | 0          | 3              |

| <i>Social/Behavioral Science:</i>   |  | <i>[prerequisite]</i> | <i>Seq</i> | <i>Class</i> | <i>Lab</i> | <i>Credits</i> |
|---|--|-----------------------|------------|--------------|------------|----------------|
| [Choose 3 semester credit hours of approved courses from the CAA Course List] |  | [Varies]              | F1         | 3            | 0          | 3              |

| <i>Humanities/Fine Arts:</i>   |  | <i>[prerequisite]</i> | <i>Seq</i> | <i>Class</i> | <i>Lab</i> | <i>Credits</i> |
|--|--|-----------------------|------------|--------------|------------|----------------|
| [Choose 3 semester credit hours of approved courses from the CAA Course List. Elective cannot be elementary foreign language or COM course.] |  | [ENG 090/RED 090]     | S2         | 3            | 0          | 3              |

#### Major Courses: Core

| <i>Core courses</i> |                           | <i>[prerequisite]</i>     | <i>Seq</i> | <i>Class</i> | <i>Lab</i> | <i>Credits</i> |
|---------------------|---------------------------|---------------------------|------------|--------------|------------|----------------|
| OST 136             | Word Processing           | [OST 080]                 | F2         | 2            | 2          | 3              |
| OST 164             | Text Editing Applications | [OST 080/ENG 090/RED 090] | F2         | 3            | 0          | 3              |
| OST 184             | Records Management        | [CIS 111 OR CIS 110]      | F2         | 2            | 2          | 3              |
| OST 289             | Admin Office Management   | [OST 136/OST 164]         | S2         | 2            | 2          | 3              |
| CIS 110             | Introduction to Computers | [ENG 090/RED 090/MAT 070] | F1         | 2            | 2          | 3              |

#### Other Required Hours

| <i>Courses</i> |  | <i>[prerequisite]</i>        | <i>Seq</i> | <i>Class</i> | <i>Lab</i> | <i>Credits</i> |
|----------------|--|------------------------------|------------|--------------|------------|----------------|
| COE 110        | World of Work  |                              | F1         | 1            | 0          | 1              |
| OST 132        | Keyboard Skill Building                                  | [OST 080]                    | F1         | 1            | 2          | 2              |
| OST 286        | Professional Development                                 |                              | F1         | 3            | 0          | 3              |
| OST 133        | Adv Keyboard Skill Bld.                                  | [OST 132]                    | F1         | 1            | 2          | 2              |
| OST 236        | Adv Word/Information Proc<br>or 2hrs CO-OP               | [OST 136]                    | S1         | 2            | 2          | 2 or 3         |
| OST 223        | Admin Office Transcript I                                | [OST 136/OST 164]            | S2         | 2            | 2          | 3              |
| ACC 115        | College Acct<br>or ACC 120 Principles of Financial Acct. | [MAT 070/RED 090/ENG 090]    | S1         | 3            | 2          | 4              |
| ACC 140        | Payroll Accounting                                       | [ACC 115 or ACC 120]         | S2         | 1            | 2          | 2              |
| ACC 150        | Acct Software Appl or 2hrs CO-OP                         | [ACC 115 or ACC 120]         | S2         | 1            | 2          | 2              |
| CIS 165        | Desktop Publishing or 2hrs CO-OP                         | [CIS 110 or CIS 111/OST 136] | S1         | 2            | 2          | 2 or 3         |
| CTS 130        | Spreadsheets I   | [CIS 111 or CIS 110]         | S2         | 2            | 2          | 3              |
| DBA 110        | Database Concepts  | [CIS 111 or CIS 110]         | S1         | 2            | 3          | 3              |
| BUS 110        | Intro to Business  |                              | F1         | 3            | 0          | 3              |
| BUS 121        | Business Math  | [MAT 070/RED 090]            | F2         | 2            | 2          | 3              |
| BUS 260        | Business Communication<br>or 2hrs CO-OP                  | [ENG 111]                    | S2         | 3            | 0          | 2 or 3         |
| WEB 110        | Internet/Web Fundamentals                                |                              | S1         | 2            | 2          | 3              |

**Total Semester Hours Required for Associate Degree:**

**73-76**



**College of The Albemarle**  
 Associate in Applied Science  
 Office Administration (A 25 37 0)  
 Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

| Title   | Seq | Class | Lab | Crd | Grade | Sem   |
|---|-----|-------|-----|-----|-------|-------|
| <b>I. GENERAL EDUCATION COURSES</b>   |     |       |     |     |       |       |
| <b>Communications</b>   |     |       |     |     |       |       |
| ENG 111 Expository Writing [P=ENG090/RED090]  | F1  | 3     | 0   | 3   | _____ | _____ |
| ENG 112 Argument Based Research [P=ENG111]  | F2  | 3     | 0   | 3   | _____ | _____ |
| -or-  |     |       |     |     |       |       |
| ENG 114 Professional Research & Reporting [P=ENG111]  |     |       |     |     |       |       |
| COM 231 Public Speaking [P=ENG111]  | F2  | 3     | 0   | 3   | _____ | _____ |
| <b>Natural Science/Mathematics:</b>   |     |       |     |     |       |       |
| MAT 115 Mathematical Models [P=MAT070]  | F1  | 3     | 0   | 3   | _____ | _____ |
| <b>Social/Behavioral Science: (Choose 3 semester credit hours of approved courses from the CAA course List)</b>   |     |       |     |     |       |       |
| _____ [P=Varies]  | F1  | 3     | 0   | 3   | _____ | _____ |
| <b>Humanities/Fine Arts: (Choose 3 semester credit hours of approved courses from the CAA course List. Elective cannot be elementary foreign language or COM course.)</b> |     |       |     |     |       |       |
| _____ [P=ENG090/RED090]   | S2  | 3     | 0   | 3   | _____ | _____ |
| <b>II. MAJOR COURSES: CORE</b>  |     |       |     |     |       |       |
| OST 136 Word Processing [P=OST080]  | F2  | 2     | 2   | 3   | _____ | _____ |
| OST 164 Text Editing Applications [P=OST080,ENG090/RED090]  | F2  | 3     | 0   | 3   | _____ | _____ |
| OST 184 Records Management [P=CIS111 or CIS110]   | F2  | 2     | 2   | 3   | _____ | _____ |
| OST 289 Admin Ofc Management [P=OST 136/OST164]   | S2  | 2     | 2   | 3   | _____ | _____ |
| CIS 110 Introduction to Computers [P=RED090/ENG090/MAT070]  | F1  | 2     | 2   | 3   | _____ | _____ |
| <b>III. OTHER REQUIRED HOURS</b>  |     |       |     |     |       |       |
| COE 110 World of Work   | F1  | 1     | 0   | 1   | _____ | _____ |
| OST 132 Keyboard Skill Building [P=OST080]  | F1  | 1     | 2   | 2   | _____ | _____ |
| OST 286 Professional Development  | F1  | 3     | 0   | 3   | _____ | _____ |
| OST 133 Adv Keyboard Skill Bldg [P=OST132]  | F1  | 1     | 2   | 2   | _____ | _____ |

|   |    |   |   |      |       |       |
|---|----|---|---|------|-------|-------|
| OST 236 Adv Word/Information Proc or 2hrs CO-OP [P=OST136]                        | S1 | 2 | 2 | 2or3 | _____ | _____ |
| OST 223 Admin Office Transcript I [P=OST136/OST164]                               | S2 | 2 | 2 | 3    | _____ | _____ |
| ACC 115 College Acct or ACC 120 Prin of Financial Acct<br>[P=MAT07/RED090/ENG090] | S1 | 3 | 2 | 4    | _____ | _____ |
| ACC 140 Payroll Accounting [P=ACC115 or 120]                                      | S2 | 1 | 2 | 2    | _____ | _____ |
| ACC 150 Acct Software Appl OR 2hrs CO-OP [P=ACC 115or<br>120]                     | S2 | 1 | 2 | 2    | _____ | _____ |
| CIS 165 Desktop Publishing or 2hrs CO-OP [P=CIS110 or<br>111/OST136]              | S1 | 2 | 2 | 2or3 | _____ | _____ |
| CTS 130 Spreadsheets I [P=CIS111 or 110]  | S2 | 2 | 2 | 3    | _____ | _____ |
| DBA 110 Database Concepts [P=CIS 111 or 110]                                      | S1 | 2 | 3 | 3    | _____ | _____ |
| BUS 110 Intro to Business   | F1 | 3 | 0 | 3    | _____ | _____ |
| BUS 121 Business Math [P=MAT070/RED090]   | F2 | 2 | 2 | 3    | _____ | _____ |
| BUS 260 Business Communication or 2hrs CO-OP [P=ENG 111]                          | S2 | 3 | 0 | 2or3 | _____ | _____ |
| WEB 110 Internet/Web Fundamentals   | S1 | 2 | 2 | 3    | _____ | _____ |
| <b>Total Semester Hours Required for Degree</b>                                   |    |   |   |      |       | 73-76 |