Office Administration (A25370)

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 will 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.

COURSE REQUIREMENTS

Richmond Community College provides day and evening course sequences for selected programs to enable students to better plan what courses to take to reach their educational goals. However, given the continued increase in the use of technology in instruction and increasing student demand for distance learning courses, the College may offer hybrid, online, web-based and information highway courses in place of traditional courses in any course sequence that is listed. Therefore, students should be aware of this possibility and prepare themselves to successfully function in a hybrid, online, web-based, or information highway course.

				Class	Lab	Work/ Clinical	Credit
A. General Education Courses							
1. Required Courses							
ENG	111	Writing and Inquiry		3	0	0	3
ENG	112	Writing/Research in the Disciplines		3	0	0	3
or							
COM	231	Public Speaking		3	0	0	3
MAT	143	Quantitative Literacy		2	2	0	3
		Humanities/Fine Arts Elective*		3	0	0	3
		Social/Behavioral Sciences Elective*		3	0	0	3
B. Major Courses							
1. Core Courses							

1. Core Courses
To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.

				Class	Lab	Work/ Clinical	Credit
OST	136	Word Processing		2	2	0	3
OST	137	Office Applications I		2	2	0	3
OST	164	Office Editing		3	0	0	3
OST	184	Records Management		2	2	0	3
OST	289	Office Admin Capstone		2	2	0	3

2. General Office Concentration

				Class	Lab	Work/ Clinical	Credit
BUS	121	Business Mathematics		2	2	0	3
OST	236	Advanced Word Processing		2	2	0	3
OST	134	Text Entry & Formatting		2	2	0	3
OST	233	Office Publications Design		2	2	0	3

3. Other Major Courses

ACC	115	College Accounting	3	2	0	4
	or					
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
OST	131	Keyboarding	1	2	0	2
OST	132	Keyboard Skill Building	1	2	0	2
OST	286	Professional Development	3	0	0	3
	or					
WBL	112	Work-Based Learning I	0	0	20	2
		Office Admin Elective**	1-3	0-3	0	2-3

C. Other Required Courses

ACA	122	College Transfer Success	0	2	0	1

Total Credit Hours 64-66

*Approved Humanities/Fine Arts and Social/Behavioral Sciences Electives are listed on the page before the Course Descriptions.

**Approved Office Admin Elective may be selected from the following courses:

ACC	150	Accounting Software Applications	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
BUS	228	Business Statistics	2	2	0	3
BUS	230	Small Business Management	3	0	0	3
BUS	261	Diversity in Management	3	0	0	3
CIS	115	Intro to Prog & Logic	2	3	0	3
CTS	120	Hardware/Software Support	2	3	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	221	Consumer Behavior	3	0	0	3
MKT	223	Customer Service	3	0	0	3
MKT	224	International Marketing	3	0	0	3
MKT	228	Service Marketing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3

SEMESTER SCHEDULE
OFFICE ADMINISTRATION

			Class	Lab	Work/ Clinical	Credit
First Year – Fall Semester						
ACA	122	College Transfer Success	0	2	0	1
BUS	137	Principles of Management	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	2	2	0	3
			12	6	0	15
First Year – Spring Semester						
CTS	130	Spreadsheet	2	2	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
or						
COM	231	Public Speaking	3	0	0	3
OST	132	Keyboard Skill Building	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
			13	8	0	17
Second Year – Fall Semester						
ACC	115	College Accounting	3	2	0	4
or						
ACC	120	Principles of Financial Accounting	3	2	0	4
OST	137	Office Applications I	2	2	0	3
OST	236	Advanced Word Processing	2	2	0	3
		Office Admin Elective**	1-3	0-3	0	2-3
		Humanities/Fine Arts Elective*	3	0	0	3
			11-13	6-9	0	15-16
Second Year – Spring Semester						
BUS	121	Business Mathematics	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
OST	233	Office Publications Design	2	2	0	3
OST	286	Professional Development	3	0	0	3
or						
WBL	112	Work-Based Learning I	0	0	20	2
OST	289	Office Admin Capstone	2	2	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			11-14	9	0-20	17-18
	Total Credit Hours					**64-66**

*Approved Humanities/Fine Arts and Social/Behavioral Sciences Electives are listed on the page before the Course Descriptions.
**Approved Office Admin Elective may be selected from courses listed above.

OFFICE ADMINISTRATION (CERTIFICATE) (C25370R)
COURSE REQUIREMENTS

			Class	Lab	Work/ Clinical	Credit
ACA	122	College Transfer Success	0	2	0	1
ENG	111	Writing and Inquiry	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	137	Office Applications I	2	2	0	3
OST	164	Office Editing	3	0	0	3
OST	184	Records Management	2	2	0	3
			13	10	0	18

Total Credit Hours   **18**

MICROSOFT OFFICE (CERTIFICATE) (C25370MS)
COURSE REQUIREMENTS

First Year – Spring Semester

			Class	Lab	Work/ Clinical	Credit
OST	136	Word Processing	2	2	0	3
			2	2	0	3

Second Year – Fall Semester

			Class	Lab	Work/ Clinical	Credit
CTS	130	Spreadsheet	2	2	0	3
OST	137	Office Applications I	2	2	0	3
OST	236	Advanced Word Processing	2	2	0	3
			6	6	0	9

Second Year – Spring Semester

			Class	Lab	Work/ Clinical	Credit
DBA	110	Database Concepts	2	3	0	3
OST	233	Office Publications Design	2	2	0	3
			4	5	0	6

Total Credit Hours   **18**