

## 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
<b>A. General Education Courses</b>							
1. Required Courses							
COM	231	Public Speaking		3	0	0	3
ENG	111	Writing and Inquiry		3	0	0	3
ENG	112	Writing/Research in the Disciplines		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>B. Major Courses</b>							
1. Core Courses							
<i>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.</i>							
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							
OST	122	Office Computations		1	2	0	3
OST	145	Social Media for Office Prof		2	2	0	3
OST	236	Advanced Word Processing		2	2	0	3
3. Other Major Courses							
ACC	115	College 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	134	Text Entry & Formatting	2	2	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
		Elective**	1-4	0-3	0	2-4
<b>C. Other Required Courses</b>						
ACA	122	College Transfer Success	0	2	0	1

**Total Credit Hours****70-73**

\*Approved Electives are listed on the page before the Course Descriptions.

\*\*Approved 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	121	Business Management	2	2	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
BUS	280	REAL Small Business	4	0	0	4
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**

			Work/			
			Class	Lab	Clinical	Credit
<b>First Year – Fall Semester</b>						
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	122	Office Computations	1	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	2	2	0	3
			—	—	—	—
			13	8	0	18
<b>First Year – Spring Semester</b>						
CTS	130	Spreadsheet	2	2	0	3
ENG	112	Writing/Research in the Disciplines	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
<b>Second Year – Fall Semester</b>						
ACC	115	College Accounting	3	2	0	4
OST	137	Office Applications I	2	2	0	3
COM	231	Public Speaking	3	0	0	3
OST	236	Advanced Word Processing	2	2	0	3
		Elective**	1-4	0-3	0	2-4
		Humanities/Fine Arts Elective*	3	0	0	3
			—	—	—	—
			14-17	6-9	0	18-20
<b>Second Year – Spring Semester</b>						
OST	145	Social Media for Office Prof	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
			—	—	—	—
			11-15	9	0-20	17-18

**Total Credit Hours****70-73**

\*Approved Electives are listed on the page before the Course Descriptions.

**OFFICE ADMINISTRATION (CERTIFICATE) (C25370R)  
COURSE REQUIREMENTS**

			<b>Class</b>	<b>Lab</b>	<b>Work/ Clinical</b>	<b>Credit</b>	
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	
			—	—	—	—	
			10	8	0	14	

**Total Credit Hours**

**14**

**MICROSOFT OFFICE (CERTIFICATE) (C25370MS)  
COURSE REQUIREMENTS**

**First Year – Spring Semester**

			<b>Class</b>	<b>Lab</b>	<b>Work/ Clinical</b>	<b>Credit</b>	
OST	136	Word Processing	2	2	0	3	
			—	—	—	—	
			2	2	0	3	

**Second Year – Fall Semester**

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**

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**

Program Completion Guide  
**ASSOCIATE IN APPLIED SCIENCE - OFFICE ADMINISTRATION (A25370)**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**Section I: Developmental Courses (if needed)**

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

**Section II:**

**A. Microsoft Office Certificate (C25370MS) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
OST 136 Word Processing*	3	1 <sup>st</sup> year – spring	Pre: CIS 070		
CTS 130 Spreadsheet	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-040, DRE 097 Co: DRE 098		
OST 137 Office Applications I	3	2 <sup>nd</sup> year – fall	None		
OST 236 Advanced Word Processing	3	2 <sup>nd</sup> year – fall	Pre: OST 136		
DBA 110 Database Concepts	3	2 <sup>nd</sup> year – spring	Pre: CIS 110, CIS 111, CTI 110, or OST 136		
OST 233 Office Publications Design	3	2 <sup>nd</sup> year – spring	Pre: OST 136		

**B. Office Administration Certificate (C25370R) Course Requirements 14 credit hours: Complete Section I (as required) and Section II, B.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
OST 131 Keyboarding	2	1 <sup>st</sup> year – fall	Pre: 25 NWPM on keyboarding placement test		
OST 136 Word Processing*	3	1 <sup>st</sup> year – spring	Pre: CIS 070		
OST 137 Office Applications I	3	2 <sup>nd</sup> year – fall	None		
OST 164 Office Editing*	3	1 <sup>st</sup> year – spring	Pre: OST 131		
OST 184 Records Management*	3	1 <sup>st</sup> year – fall	NONE		

**C. Office Administration Associate in Applied Science Degree (A25370) Course Requirements 70-73 credit hours: Complete Sections I (as required) and Section II, B and C.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 <sup>st</sup> year – fall	None		
BUS 137 Principles of Management	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		

OST 122 Office Computations	3	1 <sup>st</sup> year – fall	None		
CTS 130 Spreadsheet	3	1 <sup>st</sup> year – spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year – spring	Pre: ENG 111		
OST 132 Keyboard Skill Building	2	1 <sup>st</sup> year – spring	Pre: OST 131		
OST 134 Text Entry & Formatting	3	1 <sup>st</sup> year – spring	Pre: OST 131 Co: OST 132		
ACC 115 College Accounting	4	2 <sup>nd</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co: DRE 098		
COM 231 Public Speaking	3	2 <sup>nd</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090		
OST 236 Advanced Word Processing	3	2 <sup>nd</sup> year – fall	Pre: OST 136		
DBA 110 Database Concepts	3	2 <sup>nd</sup> year – spring	Pre: OST 136		
OST 145 Social Media for Office Prof	3	2 <sup>nd</sup> year – spring	Pre: CIS 110 or OST 137		
OST 233 Office Publications Design	3	2 <sup>nd</sup> year – spring	Pre: OST 136		
OST 286 Professional Development or WBL 112 Work-Based Learning I	3 2	2 <sup>nd</sup> year – spring	Pre: ENG 111 Pre: 9 SHC in the major core courses		
OST 289 Office Admin Capstone*	3	2 <sup>nd</sup> year – spring	Pre: ENG 111, OST 134, OST 136, OST 164, OST 236		

**Required Subject Area:**

<b>Electives (Select one course from the list below) (2-4 credits)**</b>			
ACC 150, BUS 110, BUS 121, BUS 125, BUS 153, BUS 228, BUS 230, BUS 261, BUS 280, CIS 115, CTS 120, ECO 251, ECO 252, MED 121, MKT 120, MKT 221, MKT 223, MKT 224, MKT 228, PSY 150, WEB 110, WEB 140			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year – fall		

**Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)**

<b>Humanities/Fine Arts Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).</b>			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year – fall		

<b>Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)</b>			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year – spring		

**NOTES:** \*All courses must be completed with a grade of "C" or better.

\*\*See course catalog for prerequisite and/or corequisite requirements.

**Students please read the following and sign below.**

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_