

Richmond Community College



-SINCE 1964-
RICHMOND
COMMUNITY COLLEGE



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Career and College Promise

Certificate

OST 131	Keyboarding I
OST 136	Word Processing
OST 137	Office Software Applications
OST 164	Text Editing Applications
OST 184	Records Management



A.A.S Degree

Certificate courses plus:

ACC 115	College Accounting
CIS 110	Introduction to Computers
COM 231	Public Speaking
CTS 130	Spreadsheet
DBA 110	Database Concepts
ENG 111	Writing and Inquiry
ENG 112	Writing/Research in the Disciplines
MAT 143	Quantitative Literacy
OST 122	Office Computations
OST 289	Administrative Office Mgt
OST 132	Keyboard Skill Building
OST 133	Advanced Keyboard Skill Building
OST 134	Text Entry & Formatting
OST 233	Office Publications
OST 236	Adv Word/Information Processing
OST 286	Professional Development
or	
WBL 112	Work-Based Learning I
Elective	Humanities/Fine Arts Elective
Elective	Social/Behavioral Science Elective



Careers

Office Clerk	\$17,860*
Assistant Office Manager	\$21,050*
Office Manager	\$27,470*

*Average Starting Salary

Career Technical Education Pathway: Office Administration

Career Technical Education Pathways are based on the best information available when published. The RCC Program and Course Catalog is the official source for all RCC program and course information.

For more information about this pathway, contact Kary Edmondson at 910.410.1928 or kcedmondson@richmondcc.edu.

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