



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

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

Advisor Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

**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 18 credit hours: Complete Section I (as required) and Section II, B.**

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		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
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 70-72 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
BUS 137 Principles of Management	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090		
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 or ACC 120 Principles of Financial Accounting	4	2 <sup>nd</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co: DRE 098 Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
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) (2-3 credit hours)**</b>			
ACC 150, BUS 110, BUS 121, BUS 125, BUS 153, BUS 228, BUS 230, BUS 261, 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			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	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 Elective (3 credit hours)** (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			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 <sup>nd</sup> year – fall		

<b>Social/Behavioral Sciences Elective (3 credit hours)** (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			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	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: \_\_\_\_\_

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

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