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
	COM	231 Public Speaking	3	0	0	3
	Math Option (Choose One)**:					
	MAT	143 Quantitative Literacy	2	2	0	3
	MAT	152 Statistical Methods I	3	2	0	4
	MAT	171 Precalculus Algebra	3	2	0	4
	Social/Behavioral Sciences Elective (Choose One)***:					
	ECO	251 Principles of Microeconomics	3	0	0	3
	ECO	252 Principles of Macroeconomics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
B.	**Major 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.					
	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	131	Keyboarding		1	2	0	2
OST	132	Keyboard Skill Building		1	2	0	2
OST	145	Social Media for Office Professionals		2	2	0	3
OST	233	Office Publications Design		2	2	0	3
OST	236	Advanced Word Processing		2	2	0	3

3. Other Major Courses

BUS	137	Principles of Management		3	0	0	3
BUS	153	Human Resource Management		3	0	0	3
BUS	217	Employment Law & Regulations		3	0	0	3
BUS	234	Training & Development		3	0	0	3
BUS	256	Recruit Select & Personal Plan		3	0	0	3
BUS	260	Business Communication		3	0	0	3
CTS	130	Spreadsheet		2	2	0	3
OST	286	Professional Development		3	0	0	3
or							
WBL	111	Work-Based Learning I		0	0	10	1
and							
WBL	115	Work-Based Learning Seminar I		1	0	0	1

Optional:

DBA	110	Database Concepts		2	3	0	3

C. Other Required Courses

ACA	122	College Transfer Success		0	2	0	1

Total Credit Hours   **67-69**

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

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
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	2	2	0	3
		Math Option**	2-3	2	0	3-4
			11-12	8	0	15-16
First Year – Spring Semester						
BUS	153	Human Resource Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
COM	231	Public Speaking	3	0	0	3
OST	132	Keyboard Skill Building	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
			14	6	0	17
Second Year – Fall Semester						
BUS	217	Employment Law & Regulations	3	0	0	3
BUS	234	Training & Development	3	0	0	3
OST	137	Office Applications I	2	2	0	3
OST	145	Social Media for Office Professionals	2	2	0	3
OST	236	Advanced Word Processing	2	2	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			15	6	0	18
Second Year – Spring Semester						
BUS	256	Recruit Select & Personal Plan	3	0	0	3
BUS	260	Business Communication	3	0	0	3
OST	233	Office Publications Design	2	2	0	3
OST	286	Professional Development	3	0	0	3
or						
WBL	111	Work-Based Learning I	0	0	10	1
and						
WBL	115	Work-Based Learning Seminar I	1	0	0	1
OST	289	Office Admin Capstone	2	2	0	3
		Social/Behavioral Sciences Elective***	3	0	0	3

			14-16	4	0-10	17-18

Total Credit Hours   **67-69**

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

OFFICE ADMINISTRATION (CERTIFICATE) (C25370R)
COURSE REQUIREMENTS

			Class	Lab	Work/ Clinical	Credit
ACA	122	College Transfer Success	0	2	0	1
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	145	Social Media for Office Professionals	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**

OFFICE ADMINISTRATION (A25370) (ONLINE)
COURSE REQUIREMENTS

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

				Class	Lab	Work/ Clinical	Credit
A.	**General Education Courses**						
	1.	Required Courses					
		ENG 111	Writing and Inquiry	3	0	0	3
		COM 231	Public Speaking	3	0	0	3
		Math Option (Choose One)**:					
		MAT 143	Quantitative Literacy	2	2	0	3
		MAT 152	Statistical Methods I	3	2	0	4
		MAT 171	Precalculus Algebra	3	2	0	4
		Social/Behavioral Sciences Elective (Choose One)***:					
		ECO 251	Principles of Microeconomics	3	0	0	3
		ECO 252	Principles of Macroeconomics	3	0	0	3
		Humanities/Fine Arts Elective*		3	0	0	3
B.	**Major 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.					
		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 131	Keyboarding	1	2	0	2
		OST 132	Keyboard Skill Building	1	2	0	2
		OST 145	Social Media for Office Professionals	2	2	0	3
		OST 233	Office Publications Design	2	2	0	3
		OST 236	Advanced Word Processing	2	2	0	3
	3.	Other Major Courses					
		BUS 137	Principles of Management	3	0	0	3
		BUS 153	Human Resource Management	3	0	0	3
		BUS 217	Employment Law & Regulations	3	0	0	3
		BUS 234	Training & Development	3	0	0	3

			Class	Lab	Work/Clinical	Credit
BUS	256	Recruit Select & Personal Plan	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	286	Professional Development	3	0	0	3
or						
WBL	111	Work-Based Learning I	0	0	10	1
and						
WBL	115	Work-Based Learning Seminar I	1	0	0	1

Optional:

DBA	110	Database Concepts	2	3	0	3

C. Other Required Courses

ACA	122	College Transfer Success	0	2	0	1

Total Credit Hours **64-66**

*Approved Humanities/Fine Arts electives offered online: ART 111, ENG 231, ENG 262, MUS 110, PHI 240, REL 211, REL 212.

SEMESTER SCHEDULE
OFFICE ADMINISTRATION (ONLINE)

			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
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	2	2	0	3
		Math Option**	2-3	2	0	3-4
			11-12	8	0	15-16
First Year – Spring Semester						
BUS	153	Human Resource Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
COM	231	Public Speaking	3	0	0	3
OST	132	Keyboard Skill Building	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
			14	6	0	17

Second Year – Fall SemesterS

			Class	Lab	Work/Clinical	Credit
BUS	217	Employment Law & Regulations	3	0	0	3
BUS	234	Training & Development	3	0	0	3
OST	137	Office Applications I	2	2	0	3
OST	145	Social Media for Office Professionals	2	2	0	3
OST	236	Advanced Word Processing	2	2	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			15	6	0	18

Second Year – Spring Semester

			Class	Lab	Work/Clinical	Credit
BUS	256	Recruit Select & Personal Plan	3	0	0	3
BUS	260	Business Communication	3	0	0	3
OST	233	Office Publications Design	2	2	0	3
OST	286	Professional Development	3	0	0	3
or						
WBL	111	Work-Based Learning I	0	0	10	1
and						
WBL	115	Work-Based Learning Seminar I	1	0	0	1
OST	289	Office Admin Capstone	2	2	0	3
		Social/Behavioral Sciences Elective***	3	0	0	3
			14-16	4	0-10	17-18

Total Credit Hours   **67-69**

*Approved Humanities/Fine Arts electives offered online: ART 111, ENG 231, ENG 262, MUS 110, PHI 240, REL 211, REL 212.

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

			Class	Lab	Work/Clinical	Credit
ACA	122	College Transfer Success	0	2	0	1
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	145	Social Media for Office Professionals	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) (ONLINE)
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

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following course focuses on North Carolina business culture and information: BUS 110. RichmondCC cannot guarantee applicability in another state.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ANT 220, ART 111, BUS 110, BUS 115, BUS 137, BUS 228, CIS 110, DRA 111, ECO 251, ECO 252, ENG 111, ENG 112, ENG 131, ENG 231, ENG 232, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MUS 110, PHI 240, PSY 150, PSY 241, REL 211, REL 212, SOC 210, SOC 213, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.