

## 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							
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>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							
BUS	121	Business Mathematics		2	2	0	3
OST	134	Text Entry & Formatting		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							

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	111	Work-Based Learning I	0	0	10	1
	and					
WBL	115	Work-Based Learning Seminar I	1	0	0	1
		Office Admin Elective**	1-3	0-3	0	2-3
<b>C. Other Required Courses</b>						
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
<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	131	Keyboarding	1	2	0	2
OST	184	Records Management	2	2	0	3
			—	—	—	—
			12	6	0	15
<b>First Year – Spring Semester</b>						
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
<b>Second Year – Fall Semester</b>						
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
<b>Second Year – Spring Semester</b>						
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	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
			—	—	—	—

12-14 9 0-10 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**

			Work/			
			Class	Lab	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**

			Work/			
			Class	Lab	Clinical	Credit
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**

**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
<b>A. General Education Courses</b>					
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>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					
BUS	121	Business Mathematics	2	2	0 3
OST	134	Text Entry & Formatting	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					
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	111	Work-Based Learning I	0	0	10 1
and					
WBL	115	Work-Based Learning Seminar I	1	0	0 1
		Office Admin Elective**	1-3	0-3	0 2-3
<b>C. Other Required Courses</b>					

ACA	122	College Transfer Success	0	2	0	1
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**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	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
PSY	150	General Psychology	3	0	0	3
WEB	140	Web Development Tools	2	2	0	3

**SEMESTER SCHEDULE  
OFFICE ADMINISTRATION (ONLINE)**

			Class	Lab	Work/ 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	131	Keyboarding	1	2	0	2
OST	184	Records Management	2	2	0	3
			12	6	0	15
<b>First Year – Spring Semester</b>						
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
<b>Second Year – Fall Semester</b>						
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
<b>Second Year – Spring Semester</b>						
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	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
			—	—	—	—
			12-14	9	0-10	17-18
<b>Total Credit Hours</b>					<b>64-66</b>	

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

\*Approved Social/Behavioral Sciences electives offered online: ANT 220, HIS 131, HIS 132, HIS 236, POL 120, PSY 150, PSY 241, SOC 210, SOC 213.

\*\*Approved Office Admin Elective may be selected from courses listed above.

### OFFICE ADMINISTRATION (CERTIFICATE) (C25370R) (ONLINE) 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
<b>Total Credit Hours</b>						<b>18</b>

**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**

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**

*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.*