—SINCE 1964—
RICHMOND
COMMUNITY COLLEGE

EFFECTIVE 2024 FALL: THIS PROGRAM IS IN TEACH-OUT STATUS.
NO NEW STUDENTS WILL BE ENROLLED 2024 FALL OR AFTER.
CURRENT STUDENTS MUST COMPLETE THE PROGRAM BY 2025 SUMMER.
LAST SEMESTER THESE CLASSES WILL BE OFFERED IS 2025 SUMMER.

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

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Microsoft Office Certificate (C25370MS) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
OST 136 Word Processing*	3	1st year – spring	None		
CTS 130 Spreadsheet	3	2nd year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
OST 137 Office Applications I*	3	1st year – fall	None		
OST 236 Advanced Word Processing*	3	2nd year – fall	Pre: OST 136		
DBA 110 Database Concepts	3	2nd year – spring	Pre: CIS 110, CIS 111, CTI 110, or OST 136		
OST 233 Office Publications Design*	3	2nd year – spring	Pre: OST 136		

B. Office Administration Certificate (C25370R) Course Requirements 18 credit hours: Complete Section B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
OST 131 Keyboarding*	2	1st year – fall	None		
OST 137 Office Applications I*	3	1st year – fall	None		
OST 184 Records Management*	3	1st year – fall	None		
OST 136 Word Processing*	3	1st year – spring	None		
OST 164 Office Editing*	3	1st year – spring	None		
OST 145 Social Media for Office Professionals*	3	2nd year – fall	Pre: CIS 110, CIS 111, or OST 137		

C. Office Administration Associate in Applied Science Degree (A25370) Course Requirements 67-69 credit hours: Complete Sections B and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management	3	1st year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: ENG 011		
BUS 153 Human Resource Management	3	1st year – spring	Pre: ENG 002 or BSP 4002 or ENG 111		
CTS 130 Spreadsheet	3	1st year – spring	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		

Course	Credits	Recommended Semester	Prerequisite	Semester Registered/Planned	Semester Completed/Grade
COM 231 Public Speaking	3	1st year – spring	None		
OST 132 Keyboard Skill Building*	2	1st year – spring	Pre: OST 131		
BUS 217 Employment Law & Regulations	3	2nd year – fall	None		
BUS 234 Training & Development	3	2nd year – fall	None		
Math Option (Choose One): MAT 143 Quantitative Literacy	3		Pre: MAT 003 Tier 2 or BSP 4003 Tier 2 or MAT 043, ENG 002 or BSP 4002 or ENG 111		
MAT 152 Statistical Methods I	4	2nd year – fall	Pre: MAT 003 Tier 2 or BSP Tier 2 or MAT 043 or MAT 052, ENG 002 or BSP 4002 or ENG 111		
MAT 171 Precalculus Algebra	4		Pre: MAT 003 Tier 2 or BSP 4003 Tier 3 or MAT 071		
OST 236 Advanced Word Processing*	3	2nd year – fall	Pre: OST 136		
BUS 256 Recruit Select & Personal Plan	3	2nd year – spring	None		
BUS 260 Business Communication	3	2nd year – spring	Pre: ENG 111		
OST 233 Office Publications Design*	3	2nd year – spring	Pre: OST 136		
OST 286 Professional Development or	3		Pre: ENG 111		
WBL 111 Work-Based Learning I and	1	2nd year – spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work-Based Learning I	1		Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		
OST 289 Office Admin Capstone*	3	2nd year – spring	Pre: ENG 111, OST 136, OST 164, OST 236		

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

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).**

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year – fall		

Social/Behavioral Sciences Elective (3 credit hours)(Choose One)** **ECO 251 or ECO 252**

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd 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: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____