



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

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 ONLINE (C25370MS) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
CTS 130 Spreadsheet	3	2 nd year – fall		
DBA 110 Database Concepts	3	2 nd year – spring		
OST 136 Word Processing*	3	1 st year – spring		
OST 137 Office Applications I*	3	2 nd year – fall		
OST 233 Office Publications Design	3	2 nd year – spring		
OST 236 Advanced Word Processing	3	2 nd year – fall		

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

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall		
OST 131 Keyboarding	2	1 st year – fall		
OST 136 Word Processing*	3	1 st year – spring		
OST 137 Office Applications I*	3	2 nd year – fall		
OST 145 Social Media for Office Professionals	3	2 nd year – fall		
OST 164 Office Editing*	3	1 st year – spring		
OST 184 Records Management*	3	1 st year – fall		

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

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management	3	1 st year – fall		
ENG 111 Writing and Inquiry	3	1 st year – fall		
Math Option (Choose One):				
MAT 143 Quantitative Literacy	3	1 st year – fall		
MAT 152 Statistical Methods I	4			
MAT 171 Precalculus Algebra	4			
CTS 130 Spreadsheet	3	1 st year – spring		
COM 231 Public Speaking	3	1 st year – spring		
OST 132 Keyboard Skill Building	2	1 st year – spring		
BUS 217 Employment Law & Regulations	3	2 nd year – fall		
BUS 234 Training & Development	3	2 nd year – fall		
OST 236 Advanced Word Processing	3	2 nd year – fall		
BUS 256 Recruit Select & Personal Plan	3	2 nd year – spring		
BUS 260 Business Communication	3	2 nd year – spring		



OST 233 Office Publications Design	3	2 nd year – spring	
OST 286 Professional Development or WBL 111 Work-Based Learning I and WBL 115 Work-Based Learning I	3 1 1	2 nd year – spring	
OST 289 Office Admin Capstone*	3	2 nd year – spring	

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.)

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
	2 nd 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
	2 nd 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: _____

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, SPA 111, and SPA 211. 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.