

Business Administration - Office Admin. Career Technologies

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ABOUT THIS FIELD

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.



WHAT YOU'LL STUDY

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum. **Students can complete the required courses for this degree, diploma and certificate online.**



WHAT YOU CAN DO

Graduates should qualify for employment opportunities in a variety of office positions in business, government and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

 **Southwestern**
COMMUNITY COLLEGE

PROGRAM START DATES:

Fall or Spring Semester

FOR MORE INFORMATION CONTACT:

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Business Administration - Office Admin.

CLASSES YOU'LL NEED TO TAKE

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A25370

Total Semester Hour Credits: 66-68

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
MKT	223	Customer Service	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
Totals			12	6	0	15

SPRING SEMESTER 1

BUS	110	Introduction to Business	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
OST	171	Intro to Virtual Office	2	2	0	3

Choose one of the following:

MAT	110	Mathematical Measurement and Lit.	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
Totals			13-14	4	0	15-16

SUMMER SEMESTER

Choose one of the following:

HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3

Choose one of the following:

PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Totals			6	0	0	6

FALL SEMESTER 2

BUS	260	Business Communications	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
COM	120	Intro to Interpersonal Comm.	3	0	0	3
OST	286	Professional Development	3	0	0	3

Choose one of the following:

ACC	120	Principles of Financial Accounting	3	2	0	4
OST	153	Office Finance Solutions	2	2	0	3
Totals			12-13	4	0	15-16

SPRING SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
MKT	232	Social Media Marketing	2	2	0	3
OST	289	Office Administration Capstone	2	2	0	3
Totals			12	7	0	15

DIPLOMA/CERTIFICATE OPTIONS

DIPLOMA - D25370

Total Semester Hour Credits: 39

FALL SEMESTER 1

Prefix	#	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
Totals			9	6	0	12

SPRING SEMESTER 1

BUS	110	Introduction to Business	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MKT	223	Customer Experience	3	0	0	3
OST	171	Intro to Virtual Office	2	2	0	3
Totals			14	2	0	15

FALL SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	286	Professional Development	3	0	0	3

Choose one of the following:

HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
Totals			11	2	0	12

CERTIFICATE - C25370 & C25370CP*

Total Semester Hour Credits: 18

FALL SEMESTER 1

ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	164	Office Editing	3	0	0	3
Totals			8	2	0	9

SPRING SEMESTER 1

OST	136	Word Processing	2	2	0	3
OST	171	Intro to Virtual Office	2	2	0	3
MKT	223	Customer Experience	3	0	0	3
Totals			7	4	0	9

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to the Career & College Promise page in the SCC Catalog for additional information.

OFFICE FINANCE CERTIFICATE - C25370F

Total Semester Hour Credits: 13

FALL SEMESTER 1

CIS	110	Introduction to Computers	2	2	0	3
OST	153	Office Finance Solutions	2	2	0	3
Totals			4	4	0	6

SPRING SEMESTER 1

ACC	120	Prin. of Financial Accounting	3	2	0	4
BUS	125	Personal Finance	3	0	0	3
Totals			6	2	0	7

CUSTOMER SERVICE CERTIFICATE - C25370C

Total Semester Hour Credits: 15

FALL SEMESTER 1

ENG	111	Writing & Inquiry	3	0	0	3
OST	286	Professional Development	3	0	0	3
Totals			6	0	0	6

SPRING SEMESTER 1

BUS	260	Business Communications	3	0	0	3
MKT	223	Customer Experience	3	0	0	3
OST	171	Intro to Virtual Office	2	2	0	3
Totals			8	2	0	9