

TRI-COUNTY
COMMUNITY COLLEGE

**A.A.S. IN
OFFICE
ADMINISTRATION:
GENERAL OFFICE ADMINISTRATION**



Kathy McConnell & Angela Chapman
Class of 2017 & 2018
A.A.S. in General Office Administration

2018-2019

A.A.S. IN OFFICE ADMINISTRATION: GENERAL OFFICE ADMINISTRATION

(A253700A) The Office Administration curriculum prepares individuals for positions in administrative support careers. The program 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.

Students may be required to take one or more Developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of contact hours listed for graduation.

Fall Semester 1			Lecture	Lab	Credit
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Writing & Inquiry	3	0	3
OST	130	Comprehensive Keyboarding	2	2	3
MAT	110	Math Measurement & Literacy <i>OR</i>	2	2	3
MAT	143	Quantitative Literacy	2	2	3
OST	136	Word Processing	2	2	3
OST	181	Office Procedures	2	2	3
ACA	111	College Student Success	1	0	1
				Total	18

Spring Semester 1			Lecture	Lab	Credit
OST	286	Professional Development	3	0	3
OST	122	Office Computations	2	2	3
ENG	114	Professional Research & Reporting	3	0	3
DBA	110	Database Concepts	2	3	3
CTS	130	Spreadsheets	2	2	3
				Total	15

Fall Semester 2			Lecture	Lab	Credit
OST	134	Text Entry & Formatting	2	2	3
OST	184	Records Management	2	2	3
OST	164	Office Editing	3	0	3
ACC	120	Principles of Financial Accounting <i>OR</i>	3	2	4
ACC	115	College Accounting	3	2	4
WEB	110	Internet/Web Fundamentals	2	2	3
*Social Science Gen Ed Requirement			3	0	3
				Total	19

Spring Semester 2			Lecture	Lab	Credit
OST	233	Office Publication Design	2	2	3
OST	236	Advanced Word Processing	2	2	3
OST	289	Office Admin Capstone	2	2	3
ACC	150	Accounting Software Application	1	3	2
OST	284	Emerging Technologies	1	2	2
BUS	260	Business Communication	3	0	3
*Humanities Gen Ed Requirement			3	0	3
				Total	19

TOTAL HOURS **71**

**Please see the section titled "General Education Requirements for A.A.S programs" at the end of the Program of Study section for specific courses that fulfill these requirements.*

2018-2019

DIPLOMA IN OFFICE ADMINISTRATION: GENERAL OFFICE ADMINISTRATION

(D253700A)

			Lecture	Lab	Credit
CIS	111	Basic PC Literacy	1	2	2
ENG	111	Writing & Inquiry	3	0	3
OST	130	Comprehensive Keyboarding	2	2	3
MAT	110	Math Measurement & Literacy <i>OR</i>	2	2	3
MAT	143	Quantitative Literacy	2	2	3
OST	184	Records Management	2	2	3
OST	181	Office Procedures	2	2	3
ACA	111	College Student Success	1	0	1
OST	122	Office Computations	2	2	3
ENG	114	Professional Research & Reporting	3	0	3
DBA	110	Database Concepts	2	3	3
OST	134	Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
OST	164	Office Editing	3	0	3
ACC	120	Principles of Financial Accounting	3	2	4
OST	289	Office Admin Capstone	2	2	3
				Total	43

2018-2019

CERTIFICATE IN OFFICE ADMINISTRATION: GENERAL OFFICE ADMINISTRATION

(C253700A)

			Lecture	Lab	Credit
OST	130	Comprehensive Keyboarding	2	2	3
OST	184	Records Management	2	2	3
OST	134	Text Entry and Formatting	2	2	3
OST	136	Word Processing	2	2	3
OST	181	Office Procedures	2	2	3
OST	233	Office Publications Design	2	2	3
				Total	18

2018-2019