

A.A.S. IN OFFICE ADMINISTRATION: VIRTUAL OFFICE



2022-23

A.A.S. IN OFFICE ADMINISTRATION: LEGAL

(A25370V0) 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.

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.

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.

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
OST	136	Word Processing	2	2	3
OST	181	Office Procedures	2	2	3
ACA	111	College Student Success	1	0	1
*Humanities Gen Ed Requirement			3	0	3
			Total		18

Spring Semester 1			Lecture	Lab	Credit
OST	122	Office Computations	2	2	3
ENG	114	Professional Research & Reporting	3	0	3
MKT	232	Social Media Marketing	3	2	4
OST	134	Text Entry and Formatting	2	2	3
SEC	110	Security Concepts	2	2	3
OST	171	Intro to Virtual Office	2	2	3
			Total		19

Fall Semester 2			Lecture	Lab	Credit
OST	271	Office Web Technologies	2	2	3
MAT	110	Math Measurement & Literacy OR	2	2	3
MAT	143	Quantitative Literacy	2	2	3
OST	164	Office Editing	3	0	3
ACC	120	Principles of Financial Accounting I	3	2	4
WEB	110	Web Development Fundamentals	2	2	3
*Social Science Gen Ed Requirement			3	0	3
			Total		19

Spring Semester 2			Lecture	Lab	Credit
OST	233	Office Publications Design	2	2	3
OST	286	Professional Development	3	0	3
OST	289	Office Admin Capstone	2	2	3
OST	284	Emerging Technologies	1	2	2
CTS	130	Spreadsheet OR	2	2	3
ACC	149	Accounting Spreadsheets	1	3	2
BUS	260	Business Communications	3	0	3
CHOOSE ONE:					
WEB	115		2	3	3
WEB	140		2	3	3
CTI	110		2	2	3
			Total		18/19

TOTAL HOURS 74/75

*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.