

Office Administration

2009-10

Recommended Course Sequence Guide

Associate in Science Degree

Office Administration – 63 Hours

Full-time Students

Part-time Students

Semester 1 (13 credit hours)

OST 1100 ¹Keyboarding & Document Processing I

OST 2831 Microsoft Windows
OR

Office Administration Elective (see List)

OST 2854 Microsoft Office

OST 1355 Records Management & Legal Implications

*ENC 1101 Freshman Composition I

Semester 2 (12 credit hours)

OST 2711 WordPerfect for Windows
OR

OST 2756 Microsoft Word

OST 1110 ¹Keyboarding and Document Processing II
OR

OST 1601 ¹Machine Transcription

* Humanities
(**See A.S. General Ed Requirement)

*GEB 1011 Introduction to Business

Semester 3 (12 credit hours)

*PSY 1012 General Psychology
OR

INP 1301 Psychology in Business & Industry

OST 2858 Microsoft Excel

Select 3 hours
(see Office Administration Electives)

* General Ed Electives - 3 credit hours
(**See A.S. General Ed Requirement)

Semester 4 (12 credit hours)

OST 1335 Business Communications

OST 1108 Building Keyboarding Speed & Accuracy
OR

OST 2120 Office Administration Simulation

OST 2813 DeskTop Publishing

* General Ed Electives - 3 credit hours
(**See A.S. General Ed Requirement)

Semester 5 (12 credit hours)

OST 2501 Office Management

*MTB 1103 Business Math
OR

APA 1111 Basic Accounting
OR

ACG 2021 Principles of Financial Accounting

OST 2836 Microsoft Access

*Science/Math Elective
(**See A.S. General Ed Requirement)

Semester 6 (2 credit hours)

OST 2944 Internship in Office Administration

AND/OR

Select 2 hours
(see Office Administration Electives)

Semester 1 (7 credit hours)

OST 1100 ¹Keyboarding & Document Processing I

OST 2831 Microsoft Windows
OR

Office Administration Elective (see List)

*ENC 1101 Freshman Composition I

Semester 2 (9 credit hours)

*GEB 1011 Introduction to Business

OST 2854 Microsoft Office

OST 1355 Records Management & Legal Implications

Semester 3 (6 credit hours)

OST 2711 WordPerfect for Windows
OR

OST 2756 Microsoft Word

*PSY 1012 General Psychology
OR

INP 1301 Psychology in Business & Industry

Semester 4 (9 credit hours)

OST 1110 ¹Keyboarding and Document Processing II
OR

OST 1601 ¹Machine Transcription

OST 2813 DeskTop Publishing

*Humanities Elective
(**See A.S. General Ed Requirement)

Semester 5 (9 credit hours)

*General Ed Elective
(**See A.S. General Ed Requirement)

OST 1335 Business Communications

OST 1108 Building Keyboarding Speed & Accuracy
OR

OST 2120 Office Administration Simulation

Semester 6 (9 credit hours)

OST 2858 Microsoft Excel

* Science/Math Elective
(**See A.S. General Ed Requirement)

OST 2501 Office Management

Semester 7 (9 credit hours)

*MTB 1103 Business Math
OR

APA 1111 Basic Accounting
OR

ACG 2021 Principles of Financial Accounting

Select 3 hours
(see Office Administration Electives)

* General Ed Elective
(**See A.S. General Ed Requirement)

Semester 8 (5 credit hours)

OST 2944 Internship in Office Administration
AND/OR

Select 2 hours
(see Office Administration Electives)

OST 2836 Microsoft Access

¹Required for degree completion, but can be taken any semester.

**A.S. General Education Requirement listing can be accessed at: <http://www.valenciac.edu/catalog>

¹Students with prior experience and/or instruction in OST 1100 or 1110 should consult a Career Program Advisor about credit-by-examination or alternate possibilities. All courses are not offered every semester or on every campus.