

Program Planning Guide
Office Administration, Diploma (D25370)

Program Length: 4 semesters

Career Pathway Options: Associate in Applied Science Degree in Office Administration; Associate in Applied Science Degree in Medical Office Administration

Program Site/s: Distance; Lee Main Campus - Day; Harnett Main Campus - Day

Suggested Course Schedule:

		Hours				Notes:
		Class	Lab	Clinical	Credit	
1st Semester (Fall)						
ACA	Student Success Course	0	2	0	1	
BIS 110	Introduction to Business	3	0	0	3	
ENG 111	Writing & Inquiry	3	0	0	3	
ACC 120	Prin of Financial Accounting	2	3	0	4	
					11	

2nd Semester (Spring)

BUS 260	Business Communications	3	0	0	3	
OST 136	Word Processing	2	2	0	3	
OST 137	Office Software Applications	2	2	0	3	
OST 164	Text Editing Application	3	0	0	3	
					12	

3rd Semester (Fall)

	Communications Elective	3	0	0	3	
OST 289	Office Admin Capston	2	2	0	3	
					6	

4th Semester (Spring)

CTS 130	Spreadsheet	2	2	0	3	
OST 184	Records Management	2	2	0	3	
BUS 125	Personal Finance	3	0	0	3	
					9	

Communications Elective (Choose one)						
COM 110	Introduction to Communication	3	0	0	3	
COM 120	Intro to Interpersonal Communication	3	0	0	3	
COM 140	Intro to Intercultural Communication	3	0	0	3	
COM 231	Public Speaking	3	0	0	3	
ENG 115	Oral Communication	3	0	0	3	

Total Semester Hours Credit required for graduation: 39

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Course Descriptions

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ACA 122 College Transfer Success 1-0-1

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ACC 120 Principles of Financial Accounting 3-2-4

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making, and address ethical considerations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BUS 110 Introduction to Business 3-0-3

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BUS 125 Personal Finance 3-0-3

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 260 Business Communication 3-0-3

Prerequisite: ENG 110 or ENG 111

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

COM 110 Introduction to Communication 3-0-3

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

COM 120 Introduction to Interpersonal Communication 3-0-3

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings.

Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

COM 140 Introduction to Intercultural Communication 3-0-3

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute).

COM 231 Public Speaking 3-0-3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

CTS 130 Spreadsheet 2-2-3

Prerequisite: CIS 110 or CIS 111 or OST 137

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

ENG 111 Writing and Inquiry 3-0-3

Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, DRE 098, or appropriate placement test scores.

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

ENG 115 Oral Communication 3-0-3

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be

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able to demonstrate the principles of effective oral communication in small group and public settings.

OST 136 Word Processing 2-2-3

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 164 Text Editing Applications 3-0-3

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management 2-2-3

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 289 Office Admin Capstone 2-2-3

Prerequisites: Take One Set: Set 1: OST 134 and OST 164; Set 2: OST 136 and OST 164

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.