

**Program Planning Guide**

**Office Administration, Associate in Applied Science Degree (A25370)**

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree Office Administration

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

Suggested Course Schedule:		Hours				Notes:
		Class	Lab	Clinical	Credit	
<b>1st Semester (Fall)</b>						
ACA	Student Success Course				1	
BUS 110	Intro to Business	3	0	0	3	
BUS 115	Business Law	3	0	0	3	
ENG 111	Writing & Inquiry	3	0	0	3	
ACC 120	Prin of Financial Accounting	3	2	0	4	
					14	
<b>2nd Semester (Spring)</b>						
CTS 130	Spreadsheets	2	2	0	3	
BUS 137	Prin of Management	3	0	0	3	
BUS 260	Business Communications	3	0	0	3	
	Communications Elective	3	0	0	3	
	Math	3	0	0	3	
					15	
<b>3rd Semester (Summer)</b>						
	Humanities/Fine Arts Elective				3	
	Social/Behavioral Science Elective				3	
					6	
<b>4th Semester (Fall)</b>						
OST 136	Word Processing	3	2	0	4	
OST 164	Office Editing	3	0	0	3	
OST 137	Office Software Applications	2	2	0	3	
OST 233	Office Publications Design	2	2	0	3	
OST 184	Records Management	2	2	0	3	
					16	
<b>5th Semester (Spring)</b>						
ACC 150	Accounting Software Applications	3	0	0	3	
BUS 125	Personal Finance	3	0	0	3	
OST 138	Advanced Software Applications	2	2	0	3	
OST 289	Office Admin Capstone	2	2	0	3	
MKT 120	Prin of Marketing	3	0	0	3	
WBL 111	Work Based Learning I	0	10	0	1	
					16	
<b>Mathematics Requirement (Choose one)</b>						
MAT 110	Math Measurement & Literacy	2	2	0	3	non-transferrable
MAT 143	Quantitative Literacy	2	2	0	3	transferrable
<b>Communications Electives (Choose one)</b>						
COM 110	Introduction to Communication	3	0	0	3	
COM 120	Intro Interpersonal Communication	3	0	0	3	
COM 231	Public Speaking	3	0	0	3	
ENG 112	Writing/Research in the Disciplines	3	0	0	3	
ENG 113	Literature-Based Research	3	0	0	3	
ENG 114	Professional Research & Reporting	3	0	0	3	
ENG 115	BUS	3	0	0	3	

Total Semester Hours Credit required for graduation: 65

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## Course Descriptions

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### **ACA 122 College Transfer Success 0-2-1**

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and 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 115 College Accounting 3-2-4**

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

### **ACC 150 Acct Software Applications 1-3-2B**

*Prerequisite: Take one ACC 115 or ACC 120*

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

### **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 subjects. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

### **BUS 115 Business Law I 3-0-3**

This course introduces the student to the legal and the ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. 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 137 Principles of Management 3-0-3**

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has

been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

### **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 Communications.

### **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 Communications.

### **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 universal general education transfer component (UGETC) course in Communications.

### **CTS 130 Spreadsheet 2-2-3**

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; or Multiple Measures waiver.*

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive

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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 universal general education transfer component (UGETC) course in English Composition.

### **ENG 112 Writing/Research in the Disciplines 3-0-3**

*Prerequisite: ENG 111*

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in English Composition.

### **ENG 113 Literature-Based Research 3-0-3**

*Prerequisite: ENG 111*

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. Students should be able to respond to literature orally in class discussions and in small group and individual presentations. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition

### **ENG 114 Professional Research and Reporting 3-0-3**

*Prerequisite: ENG 111*

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The computer is used as a writing and design tool for this course. 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 able to demonstrate the principles of effective oral communication in small group and public settings.

### **MAT 110 Math Measurement & Literacy 2-2-3**

*Prerequisite: Take one set: Set 1: DMA 010, DMA 020, and DMA 030 Set 2: MAT 060 and MAT 070 Set 3: MAT 060 and MAT 080*

*Set 4: MAT 060 and MAT 090 Set 5: MAT 095 or appropriate placement scores.*

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

### **MAT 143 Quantitative Literacy 2-2-3**

*Prerequisite: Appropriate test scores or Multiple Measures waiver or take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE-098 Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG-095 Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG-090 and RED-090*

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

### **MKT 120 Principles of Marketing 3-0-3**

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

### **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 137 Office Applications I 2-2-3**

*Local Prerequisite: OST 131*

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

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**OST 138 Office Applications II 2-2-3**

*Prerequisite: Take One: OST 137, CIS 110, or CIS 111*

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

**OST 164 Office Editing 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 233 Office Publications Design 2-2-3**

*Prerequisite: OST 136*

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

**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.

**WBL 111 Work-Based Learning I 0-10-1**

*Local Prerequisite: Approval of Instructor or Department Chairperson*

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.