

**OFFICE ADMINISTRATION (A25370)
COURSE REQUIREMENTS**

A. General Education Courses

1. Required Courses

COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
	Social/Behavioral Science Elective*	3	0	0	3

B. Major courses

1. Core Courses

To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.

CIS 110	Introduction to Computers	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3
OST 289	Administrative Office Mgt	2	2	0	3

2. Other Major Courses

ACC 115	College Accounting	3	2	0	4
BUS 260	Business Communication	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
OST 122	Office Computations	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 132	Keyboard Skill Building	1	2	0	2
OST 133	Advanced Keyboard Skill Building	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 223	Admin Office Transcript I	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 236	Adv Word/Information Processing	2	2	0	3
OST 286	Professional Development	3	0	0	3
	or				
COE 112	Co-op Work Experience I	0	0	20	2

C. Other Required Courses

ACA 111	College Student Success	1	0	0	1
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Total Credit Hours

66/67

*Approved by RCC Curriculum Committee 12/8/11
Effective Spring 2012*