CURRICULUM STANDARD

Effective Term
Fall 2008
*[2008*03]*

Curriculum Program Title	**Office Administration**	Code	**A25370**
Concentration	**(not applicable)**		

Curriculum Description

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

*Curriculum Requirements**

I. General Education. Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

II. Major Hours. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

III. Other Required Hours. A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	**64-76**	**36-48**	**12-18**

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

A. Core. The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

B. Concentration *(if applicable).* A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. Other Major Hours. Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Office Administration A25370

	AAS	Diploma	Certificate
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. CORE *Courses required for the diploma are designated with ** **Required Courses:** * OST 164 Text Editing Applications 3 SHC * OST 184 Records Management 3 SHC **Required Subject Areas:** ***Formatting/Word Processing. Select one:** OST 134 Text Entry & Formatting 3 SHC OST 136 Word Processing 3 SHC ***Office Systems/Management. Select one:** BUS 135 Principles of Supervision 3 SHC OST 181 Intro to Office Systems 3 SHC OST 289 Administrative Office Mgt 3 SHC ***Computers/Information Systems. Select one:** CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	**14-15 SHC**	**14-15 SHC**	
B. CONCENTRATION *(Not applicable)*			
C. OTHER MAJOR HOURS *To be selected from the following prefixes:* ACC, AIB, BUS, BAF, CIS, COE, CRT, CSC, CTS, DBA, ECM, ECO, ISC, ITN, MED, MKT, NET, OMT, OST, PSY, and WEB *Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*			

Approved by the State Board of Community Colleges on November 13, 1996; Revised 08/06/97, Revised 07/17/98; Revised 06/18/99; Revised 08/15/01; SBCC Revised 05/17/02; Revised 03/05/03; Revised 06/23/03; CRC Revised 06/13/05; Revised 10/14/05; SBCC Revised 09/21/07; SBCC Revised 06/20/08.