

# CURRICULUM STANDARD

*Effective Term*  
Fall 2008  
[2008\*03]

Curriculum Program Title	<b>Office Administration</b>	Program Code	<b>A25370</b>
Concentration	<b>(not applicable)</b>	CIP Code	<b>52.0204</b>

## *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\**

*[for associate degree, diploma, and certificate programs in accordance with ID SBCCC 400.97 (3)]*

- 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-based learning 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.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

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\*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

[ref. 1D SBCCC 400.97 (3)]

- 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-based learning 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																																								
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																																								
<p><b>A. CORE</b>  <i>Courses required for the diploma are designated with *</i></p> <p><b>Required Courses:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">*</td> <td style="width: 15%;">OST 164</td> <td style="width: 65%;">Text Editing Applications</td> <td style="width: 10%; text-align: right;">3 SHC</td> </tr> <tr> <td>*</td> <td>OST 184</td> <td>Records Management</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>*Formatting/Word Processing. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">OST 134</td> <td style="width: 65%;">Text Entry &amp; Formatting</td> <td style="width: 10%; text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>OST 136</td> <td>Word Processing</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>*Office Systems/Management. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">BUS 135</td> <td style="width: 65%;">Principles of Supervision</td> <td style="width: 10%; text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>OST 181</td> <td>Intro to Office Systems</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>OST 289</td> <td>Administrative Office Mgt</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>*Computers/Information Systems. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">CIS 110</td> <td style="width: 65%;">Introduction to Computers</td> <td style="width: 10%; text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>CIS 111</td> <td>Basic PC Literacy</td> <td style="text-align: right;">2 SHC</td> </tr> <tr> <td></td> <td>OST 137</td> <td>Office Software Applications</td> <td style="text-align: right;">3 SHC</td> </tr> </table>	*	OST 164	Text Editing Applications	3 SHC	*	OST 184	Records Management	3 SHC		OST 134	Text Entry & Formatting	3 SHC		OST 136	Word Processing	3 SHC		BUS 135	Principles of Supervision	3 SHC		OST 181	Intro to Office Systems	3 SHC		OST 289	Administrative Office Mgt	3 SHC		CIS 110	Introduction to Computers	3 SHC		CIS 111	Basic PC Literacy	2 SHC		OST 137	Office Software Applications	3 SHC	<b>14-15 SHC</b>	<b>14-15 SHC</b>	
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<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BUS, BAF, CIS, CRT, CSC, CSV, CTS, DBA, ECM, ECO, ISC, ITN, MED, MKT, NET, OMT, OST, PSY, WBL, and WEB</p> <p><i>Up to two semester hour credits may be selected from ACA.</i></p> <p><i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i></p>																																											