

# CURRICULUM STANDARD

Effective Term  
Fall 2017  
[2017\*03]

Curriculum Program Title

**Office Administration**

Program  
Code

**A2537B**

Concentration

**Virtual Office Assistance**

CIP  
Code

**52.0204**

## ***Curriculum Description***

Virtual Office Assistance is a concentration under the curriculum title of Office Administration. The curriculum is designed to prepare individuals to become independent contractors who possess the ability to offer administrative support services via e-mail, courier, fax, and telephone.

Students will acquire office skills required in today's business environment including utilization of word processing, spreadsheets, desktop publishing, and presentation graphics software. Coursework includes an introduction to the implementation of electronic commerce via the Internet and an introduction to telecommunications.

Graduates are prepared to pass examinations for Microsoft Office User Specialist Certification and are able to become self-employed contractors or work for an established virtual office service. Some graduates will prefer to gain experience working in a traditional office environment.

## ***Curriculum Requirements\****

***[for associate degree, diploma, and certificate programs in accordance with 1D 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>       |

*\*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/Virtual Office Assistance A2537B

|  | 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><br/><i>Courses required for the diploma are designated with *</i></p> <p><b>Required Courses:</b></p> <p>* OST 164 Office Editing 3 SHC</p> <p>* OST 184 Records Management 3 SHC</p> <p><b>Required Subject Areas:</b></p> <p><b>*Formatting/Word Processing. Select one:</b></p> <p>OST 134 Text Entry &amp; Formatting 3 SHC</p> <p>OST 136 Word Processing 3 SHC</p> <p><b>*Computers/Information Systems. Select one:</b></p> <p>CIS 110 Introduction to Computers 3 SHC</p> <p>CIS 111 Basic PC Literacy 2 SHC</p> <p>OST 137 Office Applications I 3 SHC</p> <p><b>*Office Systems/Management. Select one:</b></p> <p>BUS 135 Principles of Supervision 3 SHC</p> <p>OST 181 Office Procedures 3 SHC</p> <p>OST 289 Office Admin Capstone 3 SHC</p> | <b>14-15 SHC</b> | <b>14-15 SHC</b> |               |
| <p><b>B. CONCENTRATION</b><br/><i>Courses unique to a concentration are designated with **</i></p> <p><b>Required Courses:</b></p> <p>ECM 210 Introduction to E-Commerce 3 SHC</p> <p>OST 153 Office Finance Solutions 2 SHC</p> <p>** OST 171 Intro to Virtual Office 3 SHC</p> <p>** OST 271 Office Web Technologies 3 SHC</p> <p>** OST 272 Virtual Office Capstone 3 SHC</p>   | <b>14 SHC</b>    | <b>14 SHC</b>    |               |
| <p><b>C. OTHER MAJOR HOURS</b><br/><i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BAF, BUS, CIS, CRT, CSC, CTS, ECM, ECO, ISC, ITN, 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>  |                  |                  |               |