

## PROGRAMS

### OFFICE ADMINISTRATION (A 25370)

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The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral rtdcrhfrderCoBBrrrBrw

		Course Hours Per Week		Semester Hours
BUS-125	Personal Finance	3	0	3
BUS-230	Small Business Management	3	0	3
MKT-223	Customer Service	3	0	3
OST-236 A-236161	Adv Word Processing	2	2	3
OST-234 A-234z50	Emerging Technologies	1	2	2
BUS-125	Credit Hours	13	7	16
<b>Fifth Semester (Spring)</b>				
ACC-150	Accounting Software Appl	1	3	2
OST-286 or BUS-151	Professional Development or People Skills	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Technical Elective	1-3	0-3	BUS-523
***	Technical Elective	1-3	0-3	3
	Credit Hours	8-12	5-11	14
Total Required Minimum Semester Hours Credit				67

### Technical ElectivesG