

Office Administration

FALL 2009

[A25370] Degree (Day, Evening/Online/Hybrid); [D25370] Diploma (Day, Evening/Online/Hybrid); [C25370] Certificate (Day, Evening/Online/Hybrid)

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.

COMPETENCIES

Randolph Community College is committed to continuous improvement through program evaluation. One part of the evaluation is to assess program competencies. While our program contains many competencies for students to achieve, each year a select few are chosen for assessment purposes. This year, program competency assessment will focus on these:

1. Use software packages and associated hardware used in today's businesses.
2. Set up and maintain a records management system.
3. Format professional business documents.

GENERAL ADMISSIONS REQUIREMENTS FOR CURRICULUM PROGRAMS

Applicants for admission to Randolph Community College must be 18 years of age or high school graduates. The College will accept students with a high school equivalency diploma. A high school diploma or the equivalent is required of all applicants enrolling in curriculum courses. Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two months prior to the term in which they wish to enroll. Applicants are not admitted into specific curriculum programs, and thus, not eligible for financial aid until admission requirements are met (i.e. transcripts, testing, etc.). Applications can be obtained from high school counselors and from Student Services.

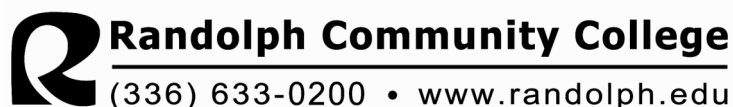
IN ORDER TO ENROLL, THE STUDENT SHOULD

- complete an RCC application,
- provide official copies of high school transcript and/or GED test scores and all college transcripts,*
- call (336) 633-0224 to discuss placement testing,
- meet with someone in RCC's financial aid office if necessary, (336) 633-0205,
- meet with your faculty advisor (during specified registration period),
- register and pay for classes (during specified registration period).

*Applicants who are high school graduates should request a copy of their high school transcript. In cases where the last six weeks' work is not completed, a supplemental transcript should be forwarded to the College after the student's graduation. GED graduates must submit official copies of their GED test scores. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended. For transcript release forms, call Student Services, (336) 633-0224. Transcripts are not official unless they are sent directly from the high school or college attended.

FACULTY ADVISORS

The faculty advisors for Office Administration are Amy Brantley, aabrantley@randolph.edu, (336) 633-0314 and Debra Cheek, dlcheek@randolph.edu, (336) 633-0329.



DAY

Hours/Week Sem. Hrs
Class Lab Wk. Exp. Credit

First Year: Fall Semester

CIS 110 *Introduction to Computers	2	2	0	3
OST 122 +*Office Computations	1	2	0	2
OST 131 +*Keyboarding	1	2	0	2
OST 164 *Text Editing Applications	3	0	0	3
OST 181 +*Intro to Office Systems	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	9	8	0	13

First Year: Spring Semester

CTS 130 *Spreadsheet	2	2	0	3
ENG 111 *Expository Writing	3	0	0	3
OST 134 +*Text Entry & Formatting	2	2	0	3
OST 136 +*Word Processing	2	2	0	3
OST 184 +*Records Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	11	8	0	15

First Year: Summer Session

ENG 114 *Prof Research & Reporting	3	0	0	3
OST 137 *Office Software Applicat	2	2	0	3
--- Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	8	2	0	9

Second Year: Fall Semester

ACC 120 Prin of Financial Acct	3	2	0	4
OST 135 *Adv Text Entry & Format	3	2	0	4
OST 223 Admin Office Transcript I	2	2	0	3
OST 236 *Adv Word/Information Proc	2	2	0	3
Major Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	13	8	0	17

Second Year: Spring Semester

MAT 140 Survey of Mathematics	3	0	0	3
OST 233 Office Publications Design	2	2	0	3
OST 286 Professional Development	3	0	0	3
COE 111 Cooperative Work Exp I	0	0	10	1
or				
OST 289 Administrative Office Mgt	2	2	0	3
--- Humanities/Fine Arts	3	0	0	3
Major Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	16	4	0	18
			or	
	14	2	10	16

+ Courses required for certificate.

* Courses required for diploma.

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 70 or 72

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 40

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16

(EVENING/ONLINE/HYBRID)

Hours/Week Sem. Hrs
Class Lab Wk. Exp. Credit

First Year: Fall Semester

CIS 110 *Introduction to Computers	2	2	0	3
OST 131 +*Keyboarding	1	2	0	2
OST 164 *Text Editing Applications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	4	0	8

First Year: Spring Semester

ENG 111 *Expository Writing	3	0	0	3
OST 134 +*Text Entry & Formatting	2	2	0	3
OST 136 +*Word Processing	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	7	4	0	9

First Year: Summer Session

ENG 114 *Prof Research & Reporting	3	0	0	3
--- Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	0	0	6

Second Year: Fall Semester

OST 122 +*Office Computations	1	2	0	2
OST 135 *Adv Text Entry & Format	3	2	0	4
OST 181 +*Intro to Office Systems	2	2	0	3
OST 236 *Adv Word/Information Proc	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	8	8	0	12

Second Year: Spring Semester

CTS 130 *Spreadsheet	2	2	0	3
OST 184 +*Records Management	2	2	0	3
OST 233 Office Publications Design	2	2	0	3
OST 286 Professional Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	9	6	0	12

Second Year: Summer Session

OST 137 *Office Software Applicat	2	2	0	3
--- Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	5	2	0	6

Third Year: Fall Semester

ACC 120 Prin of Financial Acct	3	2	0	4
OST 223 Admin Office Transcription I	2	2	0	3
Major Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	8	4	0	10

Third Year: Spring Semester

MAT 140 Survey of Mathematics	3	0	0	3
COE 111 Cooperative Work Exp I	0	0	10	1
or				
OST 289 Administrative Office Mgt	2	2	0	3
Major Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	8	2	0	9
			or	
	6	0	10	7

+ Courses required for certificate.

* Courses required for diploma.

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 70 or 72

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 40

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16

Major Course Electives (select one per semester):

Second Year: Fall Semester

OST 141 Med Terms I-Med Office	3	0	0	3
SPA 120 Spanish in the Workplace	3	0	0	3

Second Year: Spring Semester

MKT 223 Customer Service	3	0	0	3
OST 142 Med Terms II-Med Office	3	0	0	3

Major Course Electives (select one per semester):

Second Year: Fall Semester

OST 141 Med Terms I-Med Office	3	0	0	3
SPA 120 Spanish in the Workplace	3	0	0	3

Second Year: Spring Semester

MKT 223 Customer Service	3	0	0	3
OST 142 Med Terms II-Med Office	3	0	0	3