

BEAUFORT COUNTY COMMUNITY COLLEGE 2021-2022

Office Administration

Curriculum Code A25370

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
Year 1						
First Semester: Fall						
	ACA 111	College Student Success ¹		1	0	1
	ENG 111	Writing and Inquiry	*	3	0	3
	MAT 110	Math Measurement & Literacy ²	*	2	2	3
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 137	Office Applications I ³		2	2	3
	OST 184	Records Management		2	2	3
		Semester Totals		12	8	16
Year 1						
Second Semester: Spring						
	BUS 121	Business Math		2	2	3
	ENG 114	Prof Research & Reporting ⁴	ENG 111	3	0	3
	OST 134	Text Entry & Formatting	OST 130 (suggested)	2	2	3
	OST 136	Word Processing		2	2	3
	OST 164	Office Editing		3	0	3
	MKT 223	Customer Service ⁵		3	0	3
		Semester Totals		15	6	18
Year 2						
Third Semester: Fall						
	ACC 120	Prin of Financial Accounting		3	2	4
	PSY 118	Interpersonal Psychology ⁶		3	0	3
	OST 135	Advanced Text Entry & Formatting	OST 134	2	2	3
	OST 138	Office Applications II	OST 137 or CIS 110	2	2	3
	OST 236	Adv Word Processing	OST 136	2	2	3
		Semester Totals		12	8	16
Year 2						
Fourth Semester: Spring						
	BUS 110	Introduction to Business ⁷		3	0	3
	BUS 260	Business Communication ⁸		3	0	3
	HUM/FINE ARTS	Humanities/Fine Arts (<i>Select One</i>) ⁹	*	3	0	3
	OST 153	Office Finance Solutions	OST 137 or CIS 110	2	2	3
	OST 289	Office Admin Capstone	OST 134 or OST 136; AND OST 164	2	2	3
		Semester Totals		13	4	15
		Cumulative Totals				65

¹ACA 122 may be substituted.

²MAT 143 or MAT 171 may be substituted.

³CIS 110 may be substituted.

⁴ENG 112 may be substituted.

⁵BUS 240 may be substituted.

⁶PSY 150 may be substituted.

⁷BUS 137 may be substituted.

⁸OST 286 or WBL 113 may be substituted.

⁹ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 241, HUM 115, HUM 120, HUM 121, HUM 122, HUM 160, MUS 110, MUS 112, PHI 240, REL 110, REL 211, REL 212

*See course description for prerequisite information.