

BEAUFORT COUNTY COMMUNITY COLLEGE 2022-2023

Office Administration Diploma

Curriculum Code D25370

| Grade | Course Number | Course Title | Prerequisites | Class | Lab | Credit |
|--------|---------------|---------------------------------------|------------------------------------|-------|-----|--------|
| Year 1 | | First Semester: Fall | | | | |
| | BUS 110 | Introduction to Business | | 3 | 0 | 3 |
| | BUS 137 | Principles of Management | | 3 | 0 | 3 |
| | ENG 111 | Writing and Inquiry | * | 3 | 0 | 3 |
| | OST 130 | Comprehensive Keyboarding | | 2 | 2 | 3 |
| | OST 137 | Office Applications I ¹ | | 2 | 2 | 3 |
| | PSY 118 | Interpersonal Psychology ² | | 3 | 0 | 3 |
| | | Semester Totals | | 16 | 4 | 18 |
| Year 1 | | Second Semester: Spring | | | | |
| | BUS 121 | Business Math | | 2 | 2 | 3 |
| | BUS 260 | Business Communication | | 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 |
| | OST 289 | Office Admin Capstone | OST 134 or OST 136; and OST 164 | 2 | 2 | 3 |
| | | Semester Totals | | 14 | 8 | 18 |
| | | Cumulative Totals | | | | 36 |

¹CIS 110 may be substituted.

²PSY 150 may be substituted.

*See course description for prerequisite information.