

BEAUFORT COUNTY COMMUNITY COLLEGE 2021-2022

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
	ENG 111	Writing and Inquiry	*	3	0	3
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 137	Office Applications I ¹		2	2	3
	OST 184	Records Management		2	2	3
	PSY 118	Interpersonal Psychology ²		3	0	3
		Semester Totals		15	6	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.