



# Career and College Promise

## Office Administration- Specialization in Office Finance (C25370C3)

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 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.

Course Code	Course Name	Credit Hours
CIS 110	Introduction to Computers	3.0
OST 131	Keyboarding	2.0
OST 122	Office Computations	3.0
OST 286	Professional Development	3.0
CTS 130	Spreadsheet	3.0
OST 153	Office Finance Solutions	3.0
	<b>Total Credit Hours</b>	<b>17.0</b>

### Eligibility Requirements

To be eligible for enrollment, a high school student must meet the following criteria:

- a. Be a high school junior or senior;
- b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
- c. Meet the testing requirements for the career pathway. This pathway requires test scores for Reading, English and/or Math for the classes above marked with an \*. You can locate those minimum scores at:  
<http://www.cpcc.edu/hsprograms/criteria/college-readiness-test-scores>