



Hocking College & Excelsior Community College
Degree Completion Pathway
Office Administration

Two Degrees in Two Years – An Amazing Opportunity!

Hocking College (USA) and Excelsior Community College (Jamaica) have entered into a partnership that provides a pathway for ECC students to earn a degree from Excelsior Community College and Hocking College in two-years. Students have dual credentials, one degree from Jamaica and one degree from the United States of America.

How Does the Degree Pathway Program Work?

- Step One: ECC students enroll in the Office Administration degree program in Jamaica.
- Step Two: ECC students submit an admissions application to Hocking College
- Step Three: ECC students take a series of courses in Jamaica or online taught by Hocking College faculty.
- Step Four: ECC students travel to Hocking College and take courses for 8-weeks in the summer
- Step Five: ECC students graduate and earn a degree from both Excelsior Community College and Hocking College upon successful completion of all required course work.

FULL PROGRAMME _Completion Pathway
Associate of Applied Science in Office Administration
CURRICULUM PROGRAM STRUCTURE

Course Code	Course Name	Credits	Mode of Delivery	Instructor
Year 1 Semester 1				
COMM1101	Communication I	3.00		ECC
BUS 1102	Principles & Practice of Management	3.00	Distance at ECC	
OAT 1100	Office Procedures I	3.00	Distance at ECC	
ITEC1104	Fundamental of IT	3.00		ECC
ACCT1101	Fundamentals of Accounting	3.00		ECC
		Total 15 credits		

Year 1 Semester 2				
OAT 1101	Office Procedures II	3.00	Distance at ECC	HC
COMM1202	Communication II	3.00		ECC
MATH0001	Applied Mathematics	3.00		ECC
ESAP1101	SAP I	3.00		ECC
MRKT1201	Principles of Marketing	3.00		ECC
OAT 2240	Integrated Office Software	3.00	Distance at ECC	HC
		Total 18 credits		
Year 2 Semester 1				
OAT 1114	Electronic Communications	3.00		HC
ESAP2201	SAP II	3.00		ECC
MGNT2405	Small Business Management	3.00		ECC
BLAW2401	Business Law	3.00		ECC
ACCT1202	Computerized Accounting	1.00		ECC
	Customer Service	3.00		ECC
		Total credits:16		
Year 2 Semester 2				
OAT 2296	OAT Practicum	2.00	Distance at ECC	HC
OAT 2296	Office Sim Capstone	3.00	Distance at ECC	HC
BUSE1101	Business Ethics	3.00		ECC
BSPM2101	Supervisory Management	3.00		ECC
WOEP1100	Work Experience	3.00		ECC
		Total 14 credits		
Total 63 credits				