



**Office Administration A25370
Associates Degree Program**



Name:	
SID:	
Address:	
City/ST/ZIP:	
Phone:	
E-mail:	

Effective Fall 2012

Placement Test Scores: R: W: N: EA: IA:

Developmental English and ACA (As Needed)

Course	Course Title	Credit	Sem Taken	Grade
ENG 075 & 075A	Reading & Language Esstnls & Lab			
ENG 085 & 085A	Reading & Writing Foundns. & Lab			
ENG 095 & 095A	Reading and Comp Strategies & Lab			
ACA 085	Improving Study Skills			

Developmental Math (As Needed)

Course	Course Title	Credit	Sem Taken	Grade
MAT 050	Basic Math Skills			
MAT 060	Essential Mathematics			
MAT 070	Introductory Algebra			
MAT 080	Intermediate Algebra			

Fall I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACA 111	College Student Success	ENG 095, 095A	None	1	1	0			
ENG 111	Expository Writing	ENG 095, 095A	None	3	3	0			
MAT 115	Mathematical Models	MAT 070	None	3	2	2			
OST 122	Office Computation	None	None	2	1	2			
OST 131	Keyboarding	None	None	2	1	2			
OST 188	Issues in Office Technology	None	None	2	2	0			
OST 284	Emerging Technologies	None	None	2	1	2			
PSY 118	Interpersonal Psychology	None	None	3	3	0			
Semester Totals:				18	11	8			

Spring I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ENG 114	Professional Research & Reporting	ENG 111	None	3	3	0			
OST 136	Word Processing	OST 131, ENG 095, 095A	None	3	2	2			
OST 164	Text Editing & Applications	OST 131, ENG 095, 095A	None	3	3	0			
OST 181	Introduction to Office Systems	OST 131, ENG 095, 095A	None	3	2	2			
BUS 110	Introduction to Business	ENG 095, 095A	None	3	3	0			
CIS 110	Introduction to Computers	ENG 095, 095A	None	3	2	2			
Semester Totals:				18	15	6			

Fall II

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 134	Text Entry & Formatting	OST 131	None	3	2	2			
OST 166	Speech Recognition	CIS 110	None	2	1	2			
OST 184	Records Management	ENG 095, 095A	None	3	2	2			
OST 233	Office Publications Design	OST 136	None	3	2	2			
OST 286	Professional Development	ENG 095, 095A	None	3	3	0			
BUS 260	Business Communications	ENG 111, OST 131	None	3	3	0			
Semester Totals:				17	13	8			

Spring II

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 236	Advance Word/Information Processing	OST 136	None	3	2	2			
OST 289	Office Systems Management	CIS 110, OST 136, 164, 181	None	3	2	2			
CTS 130	Spreadsheets I	CIS 110	None	3	2	0			
COE 110	*World of Work	COE 111	None	1	1	0			
COE 111	*Co-op Work Experience I	COE 110	None	1	0	0	10		
HUM	**see elective choices below	ENG 095, 095A		3	3	0			
Semester Totals:				14	11	4	10		
Total Semester Hour Credit				67					

*COE 110 & COE 111 must be taken at the same time and taken last semester prior to graduation.

**Humanities Electives - Choose one of the following for Humanities Requirement:

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|----------------|------------------------------|----------------|------------------------|
| ART 111 | Art Appreciation (2 credits) | HUM 160 | Introduction to Film |
| ENG 233 | Major American Writers | MUS 110 | Music Appreciation |
| ENG 243 | Major British Writers | MUS 210 | History of Rock Music |
| HUM 115 | Critical Thinking | REL 110 | World Religions |
| HUM 120 | Cultural Studies | REL 211 | Intro to Old Testament |
| HUM 122 | Southern Culture | REL 212 | Intro to New Testament |
| HUM 150 | American Women's Studies | | |