



Office Administration D25370 Diploma



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	None	None	1	1	0			
ENG 111	Expository Writing	ENG 095, 095A	None	3	3	0			
OST 131	Keyboarding	None	None	2	1	2			
OST 284	Emerging Technologies	None	None	2	1	2			
PSY 118	Interpersonal Psychology	None	None	3	3	0			
Semester Totals:				11	9	4	0		

Spring I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 181	Introduction to Office Systems	OST 131 , ENG 095, 095A	None	3	2	2			
MAT 115	Mathematical Models	MAT 070	None	3	2	2			
BUS 110	Introduction to Business	ENG095, ENG 095A	None	3	3	0			
CIS 110	Introduction to Computers	ENG095, ENG 095A	None	3	2	2			
Semester Totals:				12	9	6	0		

Fall II

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
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 184	Records Management	ENG 095, 095A	None	3	2	2			

Semester Totals:	9	7	4	0
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Spring II

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
COE 110	World of Work	ENG 095, 095A	None	1	1	0			
OST 233	Office Publications Design	OST 136	None	3	2	2			
OST 289	Administrative Office Management	CIS 110, OST 136, 164, 181	None	3	2	2			

Semester Totals:	7	5	4	0
Total Semester Hour Credit	39			