

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 233	Office Publications Design	OST 136	None	3	2	2			
OST 166	Speech Recognition	CIS 110	None	2	1	2			
BUS 260	Business Communications	ENG 111, OST 131	None	3	3				
OST 184	Records Management	ENG 095, 095A	None	3	2	2			
OST 134	Text Entry & Formatting	OST 131	None	3	2	2			
OST 286	Professional Development	ENG 095, 095A	None	3	3				
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			
CTS 130	Spreadsheets I	ENG 095A, MAT 070	None	3	2	2			
COE 111	Co-op Work Experience I	COE 110	None	1	0		10		
COE 110	World of Work	COE 111	None	1	1				
OST 289	Office Systems Management	CIS 110, OST 136, 164, 181	None	3	2	2			
HUM				3	3				
Semester Totals:				14	11	4	10		
Total Semester Hour Credit				67					

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

ART 111	Art Appreciation	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 120	Cultural Studies	REL 110	World Religions
HUM 122	Southern Culture	REL 211	Intro to Old Testament
HUM 150	American Women's Studies	REL 212	Intro to New Testament