



**Office Administration D25370  
Diploma  
(Revised)**



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

Effective Fall 2011

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 Esnts & 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				
ENG 111	Expository Writing	ENG 095, 095A	None	3	3				
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				
<b>Semester Totals:</b>				<b>11</b>	<b>9</b>	<b>4</b>	<b>0</b>		

**Spring I**

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

**Fall II**

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 164	Text, Editing Applications	OST 131, ENG 095, 095A	None	3	3	0			
OST 136	Word Processing	OST 131, ENG 095, 095A	None	3	2	2			
OST 184	Records Management	ENG 095, 095A	None	3	2	2			

<b>Semester Totals:</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>0</b>
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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				
OST 289	Administrative Office Management	CIS 110, OST 136, 164, 181	None	3	2	2			
OST 233	Office Publications Design	OST 136	None	3	2	2			

<b>Semester Totals:</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>0</b>
<b>Total Semester Hour Credit</b>	<b>39</b>			