



## Office Administration

Curriculum Code A25370

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
<b>Year 1</b>	<b>First Semester: Fall</b>					
	ACA 111	College Student Success (or ACA 115 or ACA 118 or ACA 122)		0-1	0-2	1-2
	HUM/FINE ARTS	Humanities/Fine Arts Elective <sup>1</sup>		3	0	3
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 137	Office Applications I (or CIS 110 or CIS 111)		1-2	2	2-3
	OST 184	Records Management		2	2	3
	PSY 118	Interpersonal Psychology (or PSY 150)		3	0	3
		<b>Semester Totals</b>		<b>11-13</b>	<b>6-8</b>	<b>15-17</b>
<b>Year 1</b>	<b>Second Semester: Spring</b>					
	BUS 121	Business Math		2	2	3
	ENG 111	Writing and Inquiry	See Catalog	3	0	3
	OST 134	Text Entry & Formatting	OST 130 (recommended)	2	2	3
	OST 136	Word Processing		2	2	3
	OST 164	Office Editing		3	0	3
		<i>Choose one of the following:</i>				
	BUS 240	Business Ethics		3	0	3
	MKT 223	Customer Service		3	0	3
		<b>Semester Totals</b>		<b>15</b>	<b>6</b>	<b>18</b>
<b>Year 2</b>	<b>Third Semester: Fall</b>					
	ACC 120	Prin of Financial Accounting		3	2	4
	MAT 110	Math Measurement & Literacy (or MAT 143 or MAT 171)	See Catalog	2-3	2	3-4
	OST 138	Office Applications II	OST 137 or CIS 110 or CIS 111	2	2	3
	OST 236	Adv Word Processing	OST 136	2	2	3
		<i>Choose one of the following:</i>				
	OST 135	Advanced Text Entry & Formatting	OST 134	2	2	3
	OST 233	Office Publications Design	OST 136	2	2	3
		<b>Semester Totals</b>		<b>11-12</b>	<b>10</b>	<b>16-17</b>
<b>Year 2</b>	<b>Fourth Semester: Spring</b>					
	BUS 110	Introduction to Business (or BUS 137)		3	0	3
	ENG 112	Writing/Research in the Disciplines (or ENG 113 or ENG 114)	ENG 111	3	0	3
	OST 153	Office Finance Solutions	OST 137 or CIS 110 or CIS 111	2	2	3
	OST 286	Professional Development (or WBL <sup>2</sup> or BUS 260)	BUS 260 prerequisite is ENG 111	3	0	3
	OST 289	Office Admin Capstone	OST 134 or OST 136; AND OST 164	2	2	3
		<b>Semester Totals</b>		<b>13</b>	<b>4</b>	<b>15</b>
		<b>Cumulative Totals</b>				<b>64-67</b>

<sup>1</sup>Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

<sup>2</sup>Students may substitute 3 hours of approved WBL – Work-Based Learning work experience.