

2015-2016

OFFICE ADMINISTRATION

A25370

Student Name _____

Fall Semester

| Reg/Comp | Number | Name | Class | Lab | Credit | Prerequisite |
|----------|---------|----------------------------|-------|-----|--------|----------------------------|
| | OST 131 | Keyboarding | 1 | 2 | 2 | |
| | OST 137 | Off. Software Apps | 2 | 2 | 3 | |
| | OST 164 | Text Editing Apps | 3 | 0 | 3 | RED 90 |
| | OST 184 | Rec. Management | 2 | 2 | 3 | |
| | COM 120 | Intro to Interpersonal Com | 3 | 0 | 3 | Eng 80/Red 80 or placement |
| | ACA 111 | Coll. Student Success | 1 | 0 | 1 | |
| | ENG 111 | Writing and Inquiry | 3 | 0 | 3 | |
| | | | | | | |

Entry Date _____ Fall 11 _____

Fall Semester

| Reg/Comp | Number | Name | Class | Lab | Credit | Prerequisite |
|----------|---------|-------------------------|-------|-----|--------|--------------------------|
| | OST 223 | Machine Transcription I | 2 | 2 | 3 | OST 134, OST136, OST 164 |
| | OST 236 | Adv Word/Info Process | 2 | 2 | 3 | OST 136 |
| | OST 140 | Internet Comm/Research | 1 | 2 | 2 | |
| | DBA 112 | Database Utilization | 2 | 2 | 3 | OST 137/CIS 110 |
| | CTS 130 | Spreadsheet | 2 | 2 | 3 | OST 137/CIS 110 |
| | ACC 115 | College Accounting | 3 | 2 | 4 | MAT 70 |
| | | | | | | |

Spring Semester

| Reg/Comp | Number | Name | Class | Lab | Credit | Prerequisite |
|----------|-----------------------|---|-------|-----|--------|---------------------|
| | OST 134 | Text entry & Format | 2 | 2 | 3 | OST 131 |
| | OST 136 | Word Processing | 2 | 2 | 3 | OST 131 |
| | PSY 118 | Interpersonal Psych | 3 | 0 | 3 | |
| | ENG 112 | Writing/Research in the Disciplines | 3 | 0 | 3 | ENG 111 |
| | MAT 110 OR MAT 143 | Math Measurement & Literacy OR Quantitative Lit | 2 | 2 | 3 | MAT 70 or placement |
| | | Humanities/Fine Arts Elective | 3 | 0 | 3 | |
| | | | | | | |

Spring Semester

| Reg/Comp | Number | Name | Class | Lab | Credit | Prerequisite |
|----------|---------|---------------------------|-------|-----|--------|---------------------------|
| | ACC 150 | Acct. Software | 1 | 2 | 2 | ACC 115/ACC120 |
| | ACC 140 | Payroll | 1 | 2 | 2 | ACC 115/ACC120 |
| | OST 286 | Profess. Development | 3 | 0 | 3 | |
| | OST 289 | Admin Office Mgmt | 2 | 2 | 3 | OST 134, OST 136, OST 164 |
| | OST 233 | Office Pub/Design | 2 | 2 | 3 | OST 136 |
| | CTS 120 | Hardware/Software Support | 2 | 3 | 3 | See Advisor |
| | | | | | | |

Summer Semester

| Reg/Comp | Number | Name | Class | Lab | Credit | Prerequisite |
|----------|---------|-----------------------|-------|-----|--------|--------------|
| | WEB 140 | Web Development Tools | 2 | 2 | 3 | |
| | | | | | | |