



Office Administration

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Fall 1st year

ACA 111 College Student Success
 COM 120 Intro to Interpersonal Com
 ENG 111 Expository Writing
 OST 131 Keyboarding
 OST 137 Office Software Apps
 OST 164 Text Editing Apps
 OST 184 Records Management

Spring 1st year

ENG 114 Professional Res & Reporting
 MAT 115 Mathematical Models
 OST 134 Text Entry and Formatting
 OST 136 Word Processing
 PSY 118 Interpersonal Psychology
 Humanities/Fine Arts

Summer

WEB 140 Web Development Tools

Fall 2nd year

CTS 130 Spreadsheet
 DBA 112 Database Utilization
 ACC 115 College Accounting
 OST 223 Machine Transcription I
 OST 236 Adv. Word/Info Processing
 OST 140 Internet Comm/Research

Spring 2nd year

ACC 150 Acct. Software
 ACC 140 Payroll
 CTS 120 Hardware/Software Support
 OST 233 Office Publications Design
 OST 286 Professional Development
 OST 289 Office Systems Management

