

OFFICE ADMINISTRATION

A25360

Student Name _____

Entry Date _____

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	2	
	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	Expos. Writing	3	0	3	

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	BUS 115
	ENG 114	Prof. Res. & Reporting	3	0	3	ENG 111
	MAT 115	Math Models	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 Mang	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	