**Office Administration**

**Developmental Courses if Needed**

**ENG 025 \_\_\_\_ MAT 025 \_\_\_\_ MAT 035 \_\_\_\_**

**Student Educational Plan**

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| **Associate in Applied Science** |
| **Fall Semester - 1st Year** |
| ACA 122 | College Transfer Success | 1 |
| BUS 121 | Business Math | 3 |
| CIS 110 | Introduction to Computers | 3 |
| ENG 111 | Writing and Inquiry | 3 |
| OST 164 | Office Editing | 3 |
| OST 134 | Text Entry & Formatting | 3 |
| **Spring Semester – 1st Year** |
| BUS 260 | Business Communications | 3 |
| CTS 130 | Spreadsheets | 3 |
| OST 136 | Word Processing | 3 |
| OST 184 | Records Management | 3 |
| Elective | Business Technology Elective | 3 |
| MAT  | Take MAT 110 or 143  | 3 |
| **Fall Semester – 2nd Year** |
| ACC 120 | Principles of Accounting | 4 |
| BUS 137 | Principles of Management | 3 |
| COM 231 | Public Speaking | 3 |
| DBA 110 | Database Concepts | 3 |
| OST 286 | Professional Development | 3 |
| **Spring Semester – 2nd Year** |
| ACC 150 | Accounting Software Appl. | 2 |
| CSV 110 | Intro to Customer Service | 3 |
| WBL 111 | Work-Based Learning | 1 |
| OST 289 | Office Administration Capstone | 3 |
| HUM/FA | HUM 110, HUM 115, or PHI 240 | 3 |
| PSY 150 | General Psychology | 3 |
| **65 TOTAL CREDIT HOURS** |

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| **Diploma** |
| **Fall Semester - 1st Year** |
| ACA 122 | College Transfer Success | 1 |
| ACC 120 | Principles of Accounting | 4 |
| CIS 110 | Introduction to Computers | 3 |
| OST 134 | Text Entry & Formatting | 3 |
| ENG 111 | Writing and Inquiry | 3 |
| OST 164 | Office Editing | 3 |
| OST 286 | Professional Development | 3 |
| **Spring Semester – 1st Year** |
| ACC 150 | Accounting Software Appl. | 2 |
| BUS 260 | Business Communications | 3 |
| CSV 110 | Intro to Customer Service | 3 |
| CTS 130 | Spreadsheets | 3 |
| OST 136 | Word Processing | 3 |
| OST 184 | Records Management | 3 |
| HUM/FA | HUM 110, HUM 115, or PHI 240 | 3 |
| **40 TOTAL CREDIT HOURS** |

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| **Office Administration Certificate** |
| OST 134 | Text Entry & Formatting | 3 |
| OST 136 | Word Processing | 3 |
| OST 164 | Office Editing | 3 |
| OST 286 | Professional Development | 3 |
| **12 TOTAL CREDIT HOURS** |

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| **Customer Service Certificate** |
| CSV 110 | Intro to Customer Service | 3 |
| OST 134 | Text Entry & Formatting | 3 |
| OST 164 | Office Editing | 3 |
| OST 286 | Professional Development | 3 |
| **12 TOTAL CREDIT HOURS** |

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| **Microsoft Office Applications Certificate** |
| CIS 110 | Introduction to Computers | 3 |
| CTS 130 | Spreadsheets | 3 |
| DBA 110 | Database Concepts | 3 |
| OST 136 or OST 137 | Word Processing or Office Applications 1 | 3 |
| **12 TOTAL CREDIT HOURS** |

# Note

# This is a guide only. Please speak to your student success representative for an official plan.

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| **Office Finance Certificate** |
| ACC 120 | Principles of Accounting | 4 |
| ACC 150 | Accounting Software Appl. | 2 |
| BUS 121 | Business Math | 3 |
| CTS 130 | Spreadsheets | 3 |
| **12 TOTAL CREDIT HOURS** |

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| **Office Receptionist Medical Intake Certificate** |
| OST 134 | Text Entry & Formatting | 3 |
| OST 136 or OST 137 | Word Processing or Office Applications 1 | 3 |
| Med Term | MED 121 or OST 141 | 3 |
| OST 286 | Professional Development | 3 |
| **12 TOTAL CREDIT HOURS** |

