

Student Name: _____
 Advisor: _____
 Phone: 252-493-7 _____

Anticipated Graduation Date: _____
 Email: _____
 Office Location: _____

Fall I							
Prefix No	Title	Class	Lab	Clinic	Credit	Course	Prerequisites
ACA 111	College Student Success	1	0	0	1	None	
OST 131	Keyboarding	1	2	0	2	None	
OST 137	Office Software Applications	2	2	0	3	None	
OST 286	Professional Development	3	0	0	3	None	
ACC 140	Payroll Accounting	1	2	0	2	ACC 115 or ACC 120	
BUS 110	Introduction to Business	3	0	0	3	None	<i>Choose ONE Elective</i>
BUS 115	Business Law	3	0	0	3	None	
BUS 135	Principles of Supervision	3	0	0	3	None	
BUS 137	Principles of Management	3	0	0	3	None	
BIO 161	Introduction to Human Biology	3	0	0	3	None	<i>Choose ONE Elective</i>
MAT 110	Mathematical Measurement	2	2	0	3	DMA 010, DMA 020, DMA 030	
Total Recommended Hours (Maximum)		13	7	0	15		

Spring I							
Prefix No	Title	Class	Lab	Clinic	Credit	Course	Prerequisites
ENG 111	Writing and Inquiry	3	0	0	3	DRE 098	
OST 134	Text Entry and Formatting	2	2	0	3	OST 131	
OST 136	Word Processing	2	2	0	3	OST 131 or permission of Dept. Chair	
OST 164	Text Editing Applications	3	0	0	3	DRE 098	
ACC 111	Financial Accounting	3	0	0	3	DMA 010, DMA 020, DMA 030, DMA 040	<i>Choose ONE Elective</i>
ACC 120	Principles of Financial Accounting	3	2	0	4	DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DRE 098	
Total Recommended Hours (Maximum)		12	6	0	16		

Summer I							
Prefix No	Title	Class	Lab	Clinic	Credit	Course	Prerequisites
BUS 260	Business Communications	3	0	0	3	ENG 111	
OST 184	Records Management	2	2	0	3	None	
OST 284	Emerging Technologies	1	2	0	2	CIS 110, CIS 111, or OST 137	
HUM 115	Critical Thinking	3	0	0	3	ENG 111	<i>Choose ONE Elective</i>
HUM 120	Cultural Studies	3	0	0	3	DRE 098 or ENG 095	
PSY 118	Interpersonal Psychology	3	0	0	3	None	<i>Choose ONE Elective</i>
PSY 150	General Psychology	3	0	0	3	DRE 098 or ENG 095	
SOC 210	Introduction to Sociology	3	0	0	3	DRE 098 or ENG 095	
SOC 213	Sociology of the Family	3	0	0	3	None	
SOC 220	Social Problems	3	0	0	3	ENG 111	
Total Recommended Hours (Maximum)		12	4	0	14		

Fall II							
Prefix No	Title	Class	Lab	Clinic	Credit	Course	Prerequisites
OST 138	Advanced Software Applications	2	2	0	3	CIS 110, CIS 111, or OST 137	
OST 153	Office Finance Solutions	1	2	0	2	ACC 111 or ACC 120	
OST 236	Advanced Word Information Processing	2	2	0	3	OST 136	
OST 289	Administrative Office Management	2	2	0	3	OST 134, OST 136, and OST 164	
COM 120	Intro to Interpersonal Communications	3	0	0	3	None	<i>Choose ONE Elective</i>
COM 231	Public Speaking	3	0	0	3	None	
Total Recommended Hours (Maximum)		10	8	0	14		

Spring II							
Prefix No	Title	Class	Lab	Clinic	Credit	Course	Prerequisites
BUS 121	Business Math	2	2	0	3	DMA 010, DMA 020, DMA 030, DMA 040, DMA 050	
BUS 151	People Skills	3	0	0	3	None	
OST 233	Office Publications Design	2	2	0	3	OST 136	
WBL 112	Work Based Learning I	0	0	20	2	OST 289 (OA Program ONLY)	
BUS 153	Human Resource Management	3	0	0	3	None	<i>Choose ONE Elective</i>
OST 140	Internet Comm/Research	1	2	0	2	None (High School only)	
SPA 110	Introduction to Spanish	2	0	0	2	None	
Total Recommended Hours (Maximum)		10	6	20	14		
Total Program Hours (Maximum)					73		

Program's highest developmental courses that MUST be completed		Placement scores determine required courses
DMA 050 & DRE 098		Score = _____
Notes:		
Program total could exceed 70 depending on elective choices.		
Office Administration students must take OST 289 before they will be allowed to enroll in WBL 112		

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.