



Office Administration Diploma (D2537001)

2016/17 Curriculum Sheet

Coordinator: Kathy Worthington - Phone: 252-493-7376 - Email: kworthington@email.pittcc.edu

Student Name: _____

Anticipated Graduation Date: _____

Advisor: _____

Email: _____

Phone: 252-493-7 _____

Office Location: _____

Fall I							
Prefix No	Title	Class	Lab	Clinic	Credit	Course	Prerequisites
<input type="checkbox"/>	ACA 111	College Student Success	1	0	0	1	None
<input type="checkbox"/>	ENG 111	Writing and Inquiry	3	0	0	3	DRE 098
<input type="checkbox"/>	OST 131	Keyboarding	1	2	0	2	None
<input type="checkbox"/>	OST 137	Office Software Applications	2	2	0	3	None
<input type="checkbox"/>	OST 286	Professional Development	3	0	0	3	None
Total Recommended Hours (Maximum)			10	4	0	12	

Spring 1							
<input type="checkbox"/>	ACC 111	Financial Accounting	3	0	0	3	DMA 010, DMA 020, DMA 030, DMA 040
<input type="checkbox"/>	OST 134	Text Entry and Formatting	2	2	0	3	OST 131
<input type="checkbox"/>	OST 136	Word Processing	2	2	0	3	OST 131 or permission of Dept. Chair
<input type="checkbox"/>	OST 164	Text Editing Applications	3	0	0	3	DRE 098
Total Recommended Hours (Maximum)			10	4	0	12	

Summer I							
<input type="checkbox"/>	BUS 260	Business Communications	3	0	0	3	ENG 111
<input type="checkbox"/>	OST 184	Records Management	2	2	0	3	None
<input type="checkbox"/>	OST 233	Office Publications Design	2	2	0	3	OST 136
<input type="checkbox"/>	OST 236	Advanced Word Information Processing	2	2	0	3	OST 136
Total Recommended Hours (Maximum)			9	6	0	12	

Fall II							
<input type="checkbox"/>	BUS 121	Business Math	2	2	0	3	DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
<input type="checkbox"/>	OST 153	Office Finance Solutions	1	2	0	2	ACC 111 or ACC 120
<input type="checkbox"/>	OST 289	Administrative Office Management	2	2	0	3	OST 134, OST 136, and OST 164
<input type="checkbox"/>	COM 120	Intro to Interpersonal Communications	3	0	0	3	None
<input type="checkbox"/>	COM 231	Public Speaking	3	0	0	3	None <i>Choose ONE Elective</i>
Total Recommended Hours (Maximum)			8	6	0	11	
Total Program Hours (Maximum)			47				

Program's highest developmental courses that MUST be completed	Placement scores determine required courses
<input type="checkbox"/> DMA 050 & DRE 098	Score = _____
Notes:	

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.