Administrative and Healthcare Technologies Department
Office Management Program
Office Management: General AAS (A25370G)

2026-2027 Curriculum Sheet

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	Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites	
Fall I									
	ACA	111	College Student Success	1	0	0	1	None	
	ENG	111	Writing and Inquiry	3	0	0	3	See Catalog	
	MAT	110	Mathematical Measurement	2	2	0	3	See Catalog	
	OST	131	Keyboarding	1	2	0	2	None	
	OST	137	Office Applications I	2	2	0	3	None	
	OST	286	Professional Development	3	0	0	3	None	
			Total Recommended Hours				**15**		
Spring I									
	ACC	111	Financial Accounting	3	0	0	3	None	**Choose ONE**
	ACC	120	Prin of Financial Accounting	3	2	0	4	None	
	OST	134	Text Entry and Formatting	2	2	0	3	OST 131	
	OST	136	Word Processing	2	2	0	3	OST 131 and OST 137	
	OST	164	Office Editing	3	0	0	3	None	
	OST	171	Intro to Virtual Office	2	2	0	3	None	
			Total Recommended Hours				**15-16**		
Summer I									
	BUS	260	Business Communication	3	0	0	3	ENG 111	
	COM	120	Intro to Interpersonal Communications	3	0	0	3	None	**Choose ONE**
	COM	231	Public Speaking	3	0	0	3	None	
	HUM	115	Critical Thinking	3	0	0	3	ENG 111	**Choose ONE**
	HUM	120	Cultural Studies	3	0	0	3	See Catalog	
	ECO	251	Prin of Microeconomics	3	0	0	3	See Catalog	
	PSY	150	General Psychology	3	0	0	3	See Catalog	**Choose ONE**
	SOC	210	Introduction to Sociology	3	0	0	3	See Catalog	
	SOC	213	Sociology of the Family	3	0	0	3	None	
			Total Recommended Hours				**12**		
Fall II									
	BUS	153	Human Resource Management	3	0	0	3	None	
	OST	122	Office Computations	2	2	0	3	See Catalog	
	OST	138	Office Applications II	2	2	0	3	OST 137	
	OST	181	Office Procedures	2	2	0	3	OST 136 and OST 137	
	OST	184	Office Information Management	2	2	0	3	None	
			Total Recommended Hours				**15**		
Spring II									
	BUS	137	Principles of Management	3	0	0	3	None	
	BUS	151	People Skills	3	0	0	3	None	**Choose ONE**
	WBL	112	Work-Based Learning I	0	0	20	2	None	
	OST	153	Office Finance Solutions	2	2	0	3	OST 137 and ACC 111 or ACC 120	
	ACC	150	Accounting Software Appl	1	3	0	2	ACC 115 or ACC 120	**Choose ONE**
	OST	236	Adv Word Procesesing	2	2	0	3	OST 136	
	OST	289	Office Admin Capstone	2	2	0	3	OST 136, OST 137, and OST 164	
			Total Recommended Hours				**10-12**		
Total Program Hours							**68-70**		

Program's highest developmental courses that MUST be completed. Placement determined by transcript or test score.

ENG 025
MAT 025

Notes:

Please note that this is a possible semester-by-semester course of study. Any developmental 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.