Administrative and Healthcare Technologies Department

Office Management Program

Office Management Diploma (D2537005)

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
	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				**12**	
	Spring I							
	ACC	111	Financial Accounting	3	0	0	3	None
	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
			Total Recommended Hours				**12-13**	
	Fall II							
	BUS	260	Business Communication	3	0	0	3	ENG 111
	OST	122	Office Computations	2	2	0	3	See Catalog
	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				**12**	
	Spring II							
	COM	120	Intro to Interpersonal Communications	3	0	0	3	None
	COM	231	Public Speaking	3	0	0	3	None
	OST	138	Office Applications II	2	2	0	3	OST 137
	OST	153	Office Finance Solutions	2	2	0	3	OST 137 and ACC 111 or ACC 120
	OST	171	Intro. to Virtual Office	2	2	0	3	None
	OST	236	Advanced Word Processing	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				**9**	

Choose ONE

Choose ONE

Choose ONE

Total Program Hours	**45-46**

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.