



# Administrative and Healthcare Technologies Department Office Administration Program Office Administration Diploma (D2537005)

2023/2024 Curriculum Sheet

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<b>Fall I</b>							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
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
<b>Total Recommended Hours</b>						<b>12</b>	

<b>Spring I</b>							
ACC	111	Financial Accounting	3	0	0	3	MAT 003 with grade P1
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
<b>Total Recommended Hours</b>						<b>12</b>	

<b>Fall II</b>							
BUS	260	Business Communication	3	0	0	3	ENG 111
OST	122	Office Computations	2	2	0	3	MAT 003 with grade P1
OST	181	Office Procedures	2	2	0	3	OST 136 and OST 137
OST	184	Records Management	2	2	0	3	None
<b>Total Recommended Hours</b>						<b>12</b>	

<b>Spring II</b>							
COM	120	Intro to Interpersonal Communications	3	0	0	3	None
COM	231	Public Speaking	3	0	0	3	None <span style="float: right;"><i>Choose ONE</i></span>
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 <span style="float: right;"><i>Choose ONE</i></span>
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
<b>Total Recommended Hours</b>						<b>9</b>	
<b>Total Program Hours</b>						<b>45</b>	

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

ENG 002 with grade P2  
MAT 003 with grade P1

**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.