

Office Administration

Office Professional (D25370P)

Diploma (Online)

PROGRAM PLANNING GUIDE

Revised Date: Fall 2020

Courses taken more than 5 yrs. ago may not receive transfer credit. Consult your advisor for details.

			Hours Per Week		
			Class	Lab	Credits
FALL SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
OST	134	Text Entry and Formatting	2	2	3
OST	181	Office Procedures	2	2	3
OST	184	Records Management	2	2	3

SPRING SEMESTER					
OST	135	Adv Text Entry & Formatting	2	2	3
OST	136	Word Processing	2	2	3
OST	137	Office Applications I	2	2	3
OST	164	Office Editing	3	0	3
OST	286	Professional Development	3	0	3

SUMMER SEMESTER					
CTS	130	Spreadsheet	2	2	3
		ENG Elective	3	0	3

GRADUATION REQUIREMENT:

Credit Hours 36

English Electives					
(choose 3 credit hours from the following courses)					
ENG	114	Professional Research and Reporting	3	0	3
ENG	112	Writing/Research in the Disc	3	0	3
COM	120	Intro Interpersonal Com	3	0	3

Registrar's Office Approved - 4/2/20