

Diploma

Administrative Office Technology

Administrative Assistant



Name	Empl. ID	Date Entered	Date Grad

DEVELOPMENTAL COURSES AS NEEDED	Credit	Res	Tr	Notes
RDG 20/100	3-6			
ENC 90/100	2-5			
MAT 55/61	3-4			

First Semester	Credit	Res	Tr	Notes
ACT 101 Fundamentals of Accounting OR Higher Level Accounting Course	3			
OST 105 Introduction to Information Systems	3			
ENG 101 Writing I OR OST 108 Editing Skills for the Office Professional	3			
OST 110 Document Formatting & Word Processing	3			Requires consent of instructor (OST 101 equivalent skills)
OST 160 Records & Database Management	3			
TOTAL SEMESTER CREDIT HOURS	15			

Second Semester	Credit	Res	Tr	Notes
OST 210 Advanced Word Processing Applications	3			Prereq: OST 110
OST 215 Office Procedures	3			Prereq/Coreq: OST 110
OST 240 Software Integration	3			Prereq: OST 105
Quantitative Reasoning (OST 213, MAT 105, or higher-level Quantitative Reasoning course)	3			MAT 110 accepted if previously taken
TOTAL SEMESTER CREDIT HOURS	12			

Third Semester	Credit	Res	Tr	Notes
OST 150 Transcription & Office Technology OR Program Approved Course	3			
OST 225 Introduction to Desktop Publishing	3			Prereq: (OST 105 & OST 110) or instructor consent
OST 235 Business Communications Technology	3			Prereq: (ENG 101 or OST 108) & OST 110
OST 295 Office Systems Technology Internship	3			
Program Approved Course	3			
TOTAL SEMESTER CREDIT HOURS	15			
DIPLOMA TOTAL	42			

This Student Planning Sheet is the suggested sequence of courses; however, due to availability of courses, students may take courses out of sequence as long as prerequisites are met. Students are encouraged to see their assigned advisor for specific requirements.

Progression in the program is contingent upon achievement of a grade of "C" or better in all OST courses.

March 2019