

Diploma

Administrative Office Technology

Financial 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 <i>OR</i> Higher-Level Accounting Course	3			
OST 105 Introduction to Information Systems	3			
ENG 101 Writing I <i>OR</i> 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 215 Office Procedures	3			Prereq/Coreq: OST 110
TOTAL SEMESTER CREDIT HOURS	15			

Second Semester	Credit	Res	Tr	Notes
ACT 102 Fundamentals of Accounting II <i>OR</i> Higher-Level Accounting Course	3			Prereq: ACT 101
OST 160 Records and Database Management	3			
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
ACT 279 Computerized Accounting Systems	3			Prereq: ACC 201 or (ACT 101 & 102) or concurrent enrollment in ACT 102
OST 295 Office Systems Technology Internship	3			
Course Approved by Program Coordinator	3			
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TOTAL SEMESTER CREDIT HOURS	12			
DIPLOMA TOTAL	39			

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