

Diploma

Administrative Office Technology

Office 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
OST 105 Introduction to Information Systems	3			
ENG 101 Writing I	3			
OST 110 Document Formatting & Word Processing	3			Requires consent of instructor (OST 101 equivalent skills)
Quantitative Reasoning (OST 213, MAT 105, or higher-level quantitative reasoning course)	3			MAT 110 accepted if previously taken
TOTAL SEMESTER CREDIT HOURS	12			

Second Semester	Credit	Res	Tr	Notes
OST 160 Records and Database Management	3			
OST 210 Advanced Word Processing Applications	3			Prereq: OST 110
OST 215 Office Procedures	3			Prereq/Coreq: OST 110
OST 235 Business Communications Technology	3			Prereq: (ENG 101 or OST 108) & OST 110
TOTAL SEMESTER CREDIT HOURS	12			

Third Semester	Credit	Res	Tr	Notes
OST 240 Software Integration	3			Prereq: OST 105
OST 295 Office Systems Technology Internship	3			
Course Approved by Program Coordinator	3			
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TOTAL SEMESTER CREDIT HOURS	12			
DIPLOMA TOTAL	36			

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