

PROGRAM: Office Administration AAS A25370 (Online Only)
This program has no clinical hours.

8 Weeks	8 Weeks	FALL SEMESTER I		
Session 1	Session 2	Course	Credit Hours	Program Notes
X		ACA-120 Career Assessment	1	
X		OST-136 Word Processing	3	Fall Only
	X	ENG 111 Writing & Inquiry <i>Pre-req ENG-002 or ENG 025</i>	3	Can take in Session 1 if no pre-reqs needed.
	X	OST-122 Office Computations	3	
	X	OST-236 Adv. Word/Information Processing <i>Pre-requisite(s): C or better in OST 136</i>	3	Spring Only

8 Weeks	8 Weeks	SPRING SEMESTER I		
Session 1	Session 2	Course	Credit Hours	Program Notes
X		OST-137 Office Applications I	3	Fall Only
X		OST-130 Comprehensive Keyboarding	3	Spring Only
	X	OST-138 Office Applications II <i>Pre-requisite(s): OST 137, CIS 110, or CIS 111</i>	3	Spring Only
	X	OST-233 Office Publications Design <i>Pre-requisite(s): OST 136</i>	3	Spring Only
	X	MAT-143 Quantitative Literacy <i>Pre-req MAT-003 or MAT 025 and ENG-002 or ENG 025</i>	3	Can take in Session 1 if no pre-reqs needed.

8 Weeks	10 Weeks	SUMMER SEMESTER		
		Course	Credit Hours	Program Notes
X		OST 238 Office Applications III <i>Pre-requisite(s): OST 138</i>	3	Spring Only
X		COM Elective (COM 110, 120, or 231) <i>Pre-req ENG-002 or ENG 025</i>	3	

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8 Weeks	8 Weeks	FALL SEMESTER II		
Session 1	Session 2	Course	Credit Hours	Program Notes
X		BUS-151 People Skills	3	Fall Only
X		HUM Elective (HUM 110 or HUM 115)	3	Any previously taken HUM/FA can be subbed
X		OST-164 Office Editing	3	Fall Only
	X	OST-182 Office Management/Leadership	3	
	X	PSY 150 or SOC 210 <i>Pre-req ENG-002 or ENG 025</i>	3	Any previously taken SBS can be subbed

8 Weeks	8 Weeks	SPRING SEMESTER II		
Session 1	Session 2	Course	Credit Hours	Program Notes
X		BUS-153 Human Resource Management	3	Spring Only
X		OST-181 Office Procedures	3	Fall and Spring
X		OST-286 Professional Development	3	Requires program director approval to register – Fall and Spring
	X	OST-159 Office Ethics	3	Fall Only
	X	OST-289 Office Administration Capstone <i>Pre-requisite(s): OST 164 and OST 134 or OST 136</i>	3	Requires program director approval to register – Fall and Spring