

Individual Graduation Plan  
**A25370B – Office Administration**  
**(Legal)**  
 Fall 2017

Student Name: \_\_\_\_\_

Student No: \_\_\_\_\_

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software. Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Developmental Requirements

*(Some developmental requisites may be waived based on placement scores, course selection, etc.)*

Year	Semester	Grade	Course Number and Title	Hrs	Prerequisites	Corequisites	
			CIS 070	Fundamentals of Computing	1		
			DMA 010	Operations with Integers	1		
			DMA 020	Fractions and Decimals	1*	DMA 010	
			DMA 030	Propor/Ratio/Rate/Percent	1*	DMA 010 and 020	
			DMA 040	Express/Lin Equat/Inequal	1*	DMA 010, 020 and 030	
			DMA 050	Graphs/Equations of Lines	1*	DMA 010, 020, 030 and 040	
			DMA 065	Algebra for Precalculus	2*	DMA 010, 020, 030, 040, and 050	
			DRE 096	Integrated Reading and Writing	3		
			DRE 097	Integrated Reading Writing II	3*	DRE 096	
			DRE 098	Integrated Reading Writing III	3*	DRE 097	

### Curriculum Program Requirements

Year	Semester	Grade	Course Number and Title	Hrs	Prerequisites	Corequisites
<b>1<sup>st</sup> Semester</b>						
			ACA 115	Success & Study Skills	1	
			CIS 110	Introduction to Computers	3	
			BUS 110	Introduction to Business	3	
			BUS 137	Principles of Management	3	
			OST 136	Word Processing	3	
<b>2<sup>nd</sup> Semester</b>						
			_____	Communication Choice <i>(Choose from COM 231 or ENG 112)</i>	3*	Varies
			_____	Social/Behavioral Sciences Choice <i>(Choose from ECO 251, ECO 252, POL 120 and PSY 150)</i>	3*	DRE 096

3 <sup>rd</sup> Semester							
			ACC 120	Prin of Financial Accounting	4*	DMA 010, DMA 020 and DMA 030	
			BUS 115	Business Law I	3		
			ENG 111	Writing and Inquiry	3*	DRE 098	CIS 070 or CIS 110
			OST 184	Records Management	3		
			_____	Mathematics Choice (Choose from MAT 143, MAT 152 or MAT 171)	3*	Varies	Varies

4 <sup>th</sup> Semester							
			BUS 121	Business Math	3*	DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050	
			BUS 260	Business Communication	3	ENG 111	
			DBA 110	Database Concepts	3		
			OST 155	Legal Terminology	3		
			OST 164	Office Editing	3		

5 <sup>th</sup> Semester							
			ACC 140	Payroll Accounting	2	ACC 120	
			CTS 130	Spreadsheet	3		
			OST 252	Legal Transcription I	3	OST 136 and OST 155	
			OST 286	Professional Development	3		
			_____	Humanities/Fine Arts Choice (Choose from ART 111, ART 114, ART 115, MUS 110 and PHI 240)	3*	Varies	

<b>TOTAL PROGRAM HOURS REQUIRED =</b>					<b>64</b>		
<b>Total Developmental Hours Required * =</b>							
<b>Total Hours Required =</b>							

\* Hours may be required as indicated by placement scores increasing the number of semester hours required for program completion.

Notes:

_____	<i>Student Signature</i>	_____	<i>Date</i>
_____	<i>Advisor/Counselor Signature</i>	_____	<i>Date</i>