

Individual Graduation Plan  
**C25370A – Office Administration**  
**(Customer Service)**  
 Fall 2017

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

The Office Administration – Customer Service certificate is designed to provide the student with a concentrated course of study in the field of office administration. Upon completion of the required courses, a certificate is awarded by the College. Courses for the certificate may be applied toward the Associate in Applied Science Degree – Office Administration.

**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		
			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>							
			ENG 111	Writing and Inquiry	3*	DRE 098	CIS 070 or CIS 110
			MKT 223	Customer Service	3		
			OST 136	Word Processing	3		
<b>2<sup>nd</sup> Semester</b>							
			BUS 260	Business Communication	3	ENG 111	
			OST 164	Office Editing	3		
			OST 286	Professional Development	3		

<b>TOTAL PROGRAM HOURS REQUIRED =</b>	<b>18</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>