

Individual Graduation Plan
D25370A – Office Administration
(Customer Service)
 Fall 2017

Student Name: _____

Student No: _____

The Office Administration – Customer Service diploma 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 diploma is awarded by the College. Courses for the diploma may be applied toward the Associate in Applied Science Degree – Office Administration.

Developmental Requirements

(Some developmental requisites may be waived based on placement scores, courses completion, 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
1st Semester						
			ACA 115	Success & Study Skills	1	
			CIS 110	Introduction to Computers	3	
			BUS 110	Introduction to Business	3	
			OST 136	Word Processing	3	
			OST 184	Records Management	3	
2nd Semester						
			ENG 111	Writing and Inquiry	3*	DRE 098
			_____	Mathematics Choice (Choose from MAT 143, MAT 152 or MAT 171)	3*	Varies
3rd Semester						
			_____	Communication Choice (Choose from COM 231 or ENG 112)	3*	Varies

4 th Semester						
			BUS 260	Business Communication	3	ENG 111
			DBA 110	Database Concepts	3	
			MKT 223	Customer Service	3	
			OST 164	Office Editing	3	

5 th Semester						
			CTS 130	Spreadsheet	3	
			OST 286	Professional Development	3	

TOTAL PROGRAM HOURS REQUIRED =					40	
Total Developmental Hours Required * =						
Total Hours Required =						

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

Notes:

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