



Program Checklist

Program Title: Office Administration- Customer Service

Effective Date: Fall 2023

Student Name:

Student ID:

CoDE Transition Courses:

Grade

Course Prefix	Course Title	Credit Hours	Degree (A25370CS)	Diploma (D25370)	Office Admin. Certificate (C253700A)	Office Admin. HS (C25370HS)	Grade
ENG 002	Transition English						
MAT 003	Transition Math						
Fall Semester I							
ACA 122	College Transfer Success	1	X	X			
CSV 110	Intro to Customer Service	3	X				
OST 164	Office Editing	3	X	X		X	
Program Elective		3	X		CTS 130		
Natural Sciences/Math: Choose One: BIO-111, BIO-140, BIO-168, CHM-151, MAT-110, MAT-143, MAT-152, MAT-171		3-4	X				
ENG 111	Writing and Inquiry	3	X	X			
Total Credit Hours			16-17	10	3	3	
Spring Semester I							
OST 181	Office Procedures	3	X	X	X	X	
Program Elective		3	X		OST 132 (2)		
Program Elective		3	X	X			
Program Elective		3	X	X			
Communications: Choose One: COM 110, COM-120, COM-231, ENG-112, ENG-114		3	X	X			
Total Credit Hours			15	12	5	3	
Summer Semester I							
OST 136	Word Processing	3	X	X	X		
OST 137	Office Applications I	3	X	X	X	X	
Total Credit Hours			6	6	6	3	
Fall Semester II							
OST 286	Professional Development	3	X			X	
Program Elective		3	X	X			
Program Elective		3	X	X			
Program Elective		1	X		WBL 111		
Social/Behavioral Sciences: Choose One: ECO-251, ECO-252, HIS-111, HIS-112, HIS-121, HIS-131, HIS-132, POL-120, PSY-150, SOC-210, SOC-220, SOC-225		3	X				
Total Credit Hours			13	6	1	3	
Spring Semester II							
OST 289	Office Admin Capstone	3	X	X			
BUS 260	Business Communications	3	X				
Program Elective		3	X	X			
Program Elective		3	X				
Humanities/Fine Arts: Choose One: ART-111, ART-114, ART-115, DRA-111, DRA-115, ENG-231, ENG-232, ENG-241, ENG-242, HUM-115, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212, REL-221		3	X				
Total Credit Hours			15	6	0	0	
Dates Awarded:							
Total Credits:			65-66	37	15	12	

Program Electives: (Choose 25 credits from prefixes: ACC, BUS, CIS, CSV, CTS, DBA, OST, SPA-111, WBL)