	Program Checklist		
	Program Title:	Office Administration- Office Software	
	Effective Date:	**Fall 2023**	
	Student Name:		**Student ID:**

CoDE Transition Courses: Grade

ENG 002	Transition English	
MAT 003	Transition Math	

Course Prefix	Course Title	Credit Hours	Degree (A25370OS)	Diploma (D25370)	Office Admin. Certificate (C25370OA)	Office Admin. HS (C25370HS)	Grade
Fall Semester I							
ACA 122	College Transfer Success	1	X	X			
OST 164	Office Editing	3	X	X		X	
CTS 130	Spreadsheet	3	X		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				
Natural Sciences/Math: Choose one: BIO-111, BIO-140, BIO-168, CHM-151, MAT-110, MAT-143, MAT-152, MAT-171		3-4	X				
Communications: Choose one: COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114		3	X	X			
	Total Credit Hours		16-17	7	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-111, 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 138	Office Application II	3	X				
OST 236	Advanced Word Processing	3	X				
Program Elective		3	X	X		OST 286	
Program Elective		3	X	X			
Program Elective		1	X		WBL 111		
	Total Credit Hours		13	6	1	3	
Spring Semester II							
OST 289	Office Admin Capstone	3	X	X			
Program Elective		3	X	X			
Program Elective		3	X				
Program Elective		3	X				
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		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)