



# Career and College Promise

## Office Administration-Diploma (D25370T)

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 Code	Course Name	Credit Hours
CIS-110	Introduction to Computers	3.0
COM-120	Introduction Interpersonal Comm.	3.0
ENG-111	Writing and Inquiry	3.0
MKT-223	Customer Service	3.0
OST-130	Comprehensive Keyboarding	3.0
OST-134	Text Entry & Formatting	3.0
OST-136	Word Processing	3.0
OST-159	Office Ethics	3.0
OST-164	Office Editing	3.0
OST-181	Office Procedures	3.0
OST-236	Advanced Word Processing	3.0
OST-286	Professional Development	3.0
WBL-111	Work-Based Learning I	1.0
<b>Total Semester Credit Hours</b>		<b>37</b>