



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
ACC-120	Principles of Financial Accounting	4.0
CIS-110	Introduction to Computers	3.0
COM-120	Introduction Interpersonal Comm.	3.0
CTS-135	Integrated Software Intro	4.0
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-164	Text Editing Applications	3.0
OST-181	Office Procedures	3.0
OST-184	Records Management	3.0
OST-286	Professional Development	3.0
Total Semester Credit Hours		41