

Program Title: Office Systems Technology—Administrative Option

**First Year
Fall Term**

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credit Hours</u>
	Computer Literacy	3
	Writing Course	3
	Heritage/Humanities/Foreign Language	3
OST 110	Document Formatting and Word Processing	3
OST 160	Records and Database Management	3
MT 105	Business Mathematics	<u>3</u>
	Semester hours	18

**First Year
Spring
Term**

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credit Hours</u>
	Writing Course	3
	Social Interaction Course	3
CIS 130	Microcomputer Applications	3
OST 115	Input Technologies	3
ACT 101	Fundamentals of Accounting I	<u>3</u>
	Semester hours	15

**Second Year
Fall Term**

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credit Hours</u>
OST 210	Advanced Word Processing	3
OST 235	Business Communication Technology	3
OST 215	Office Procedures	3
OST 225	Introduction to Desktop Publishing	3
	Science course	<u>3-4</u>
	Semester hours	15-16

**Second Year
Spring
Term**

<u>Course Prefix</u>	<u>Course Title</u>	<u>Credit Hours</u>
	Oral Communication Course	3
OST 275	Office Management	3
OST 220	Administrative Office Simulation	3
OST 114	Computerized Financial Management	3
BA 160	Introduction to Business	<u>3</u>
	Semester hours	15
	Total Program Hours	63-64