## General Education Courses
**Course Prefix/Num** | **Course Title** | **SHC**
---|---|---
ENG 111 | 1997*02 Expository Writing | 3 0 0 3 SHC
COM 231 | 1997*02 Public Speaking | 3 0 0 3 SHC

**Total SHC for General Education Courses:** 6 SHC

## Core Courses
**Course Prefix/Num** | **Course Title** | **SHC**
---|---|---
CIS 110 | 2006*01 Introduction to Computers | 2 2 0 3 SHC
OST 134 | 2008*03 Text Entry & Formatting | 2 2 0 3 SHC
OST 164 | 1997*02 Text Editing Applications | 3 0 0 3 SHC
OST 181 | 1999*02 Intro to Office Systems | 2 2 0 3 SHC
OST 184 | 2008*03 Records Management | 2 2 0 3 SHC

**Total SHC for Core Courses:** 15 SHC

## Other Major Courses
**Course Prefix/Num** | **Course Title** | **SHC**
---|---|---
CTS 130 | 2006*01 Spreadsheet | 2 2 0 3 SHC
OST 130 | 2008*03 Comprehensive Keyboarding | 2 2 0 3 SHC
OST 136 | 2008*03 Word Processing | 2 2 0 3 SHC
OST 137 | 2008*03 Office Software Applicat. | 2 2 0 3 SHC
OST 162 | 1997*02 Executive Terminology | 3 0 0 3 SHC
OST 286 | 1999*03 Professional Development | 3 0 0 3 SHC

**Total SHC for Other Major Courses:** 18 SHC

## Other Required Courses
**Course Prefix/Num** | **Course Title** | **SHC**
---|---|---
N/A | | 0 SHC

**Total SHC for Other Required Courses:** 0 SHC

**Total SHC for Program:** 39
Career Technical Education Pathway Program of Study (POS) Checklist
Effective Term: Spring 2012

College Forsyth Technical Community College

Program Title and Code: Office Administration (Diploma) (D25370P1)

1. College already has State Board approval for the primary program. (Verify in IIPS or Catalog)
   ✔ Yes  □ No

2. The POS is either for a certificate or diploma (AAS programs should not be included.)
   ✔ Yes  □ No

3. POS is in compliance with the current curriculum standard.
   ✔ Yes  □ No

4. The POS contains at least 12 hours from the Core.
   ✔ Yes  □ No

5. If the POS is a diploma, it contains a minimum of 6 semester hours of general education (3 semester hours must be in communications).
   ✔ Yes  □ No  □ N/A

6. The POS contains specific course requirements. (i.e. no picklists)
   ✔ Yes  □ No

7. POS includes a statement verifying the college’s capacity to teach all courses in the POS.
   ✔ Yes  □ No

Disapproved on __________ by __________
               Date               Program Coordinator

Contact person was notified on __________ with the following issue(s) to be resolved:
               Date

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Approved on Dec. 8, 2011 by Hilmi lahoud, PhD
               Date               Program Coordinator