

## Career and Technical Education Pathway Program of Study

College Name Forsyth Technical Community College (834) Effective Term: **Spring 2012**  
 Curriculum Code: D25370P1 Curriculum Title Office Administration (Diploma)  
 Contact Person: Cheri Silverman Email: [csilverman@forsythtech.edu](mailto:csilverman@forsythtech.edu) Phone (336) 734-7446

*Created from state level approved Program of Study effective 2011FA; Cheri Silverman, PDA*

GENERAL EDUCATION COURSES (certificate general education is optional)			
Course Prefix/Num	Course Title		
<u>ENG 111</u>	<u>1997*02 Expository Writing</u>	<u>3 0 0 3</u>	SHC
<u>COM 231</u>	<u>1997*02 Public Speaking</u>	<u>3 0 0 3</u>	SHC
<b>Total SHC for General Education Courses:</b>		<b>6</b>	<b>SHC</b>
CORE COURSES			
Course Prefix/Num	Course Title		
<u>CIS 110</u>	<u>2006*01 Introduction to Computers</u>	<u>2 2 0 3</u>	SHC
<u>OST 134</u>	<u>2008*03 Text Entry &amp; Formatting</u>	<u>2 2 0 3</u>	SHC
<u>OST 164</u>	<u>1997*02 Text Editing Applications</u>	<u>3 0 0 3</u>	SHC
<u>OST 181</u>	<u>1999*02 Intro to Office Systems</u>	<u>2 2 0 3</u>	SHC
<u>OST 184</u>	<u>2008*03 Records Management</u>	<u>2 2 0 3</u>	SHC
<b>Total SHC for Core Courses:</b>		<b>15</b>	<b>SHC</b>
OTHER MAJOR COURSES			
Course Prefix/Num	Course Title		
<u>CTS 130</u>	<u>2006*01 Spreadsheet</u>	<u>2 2 0 3</u>	SHC
<u>OST 130</u>	<u>2008*03 Comprehensive Keyboarding</u>	<u>2 2 0 3</u>	SHC
<u>OST 136</u>	<u>2008*03 Word Processing</u>	<u>2 2 0 3</u>	SHC
<u>OST 137</u>	<u>2008*03 Office Software Applicat.</u>	<u>2 2 0 3</u>	SHC
<u>OST 162</u>	<u>1997*02 Executive Terminology</u>	<u>3 0 0 3</u>	SHC
<u>OST 286</u>	<u>1999*03 Professional Development</u>	<u>3 0 0 3</u>	SHC
<b>Total SHC for Other Major Courses:</b>		<b>18</b>	<b>SHC</b>
OTHER REQUIRED COURSES			
Course Prefix/Num	Course Title		
<u>N/A</u>		<u>0</u>	SHC
<b>Total SHC for Other Required Courses:</b>		<b>0</b>	<b>SHC</b>
<b>Total SHC for Program</b>		<b>39</b>	

*By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.*

*Dr. Gary M. Green, President      Dr. Conley F. Winebarger, VP, Instructional Services      Dr. Susan Q. Phelps, Dean, Educational Partnerships*

NC Community College System Office Use Only

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

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