



Career and Technical Education (CTE) Pathway  
**Office Administration Diploma (D25370P1)**

**1) General Education Requirements (6.00 SHC)**

>Take 6 credits:

ENG-111	Writing and Inquiry	DRE-098	3.00 SHC
COM-231	Public Speaking	DRE-098	3.00 SHC

**Pre-requisite**

**2) Major Requirements (6.00 SHC)**

Required Core Courses

>Take 6 credits:

OST-164	Office Editing Applications	DRE-098	3.00 SHC
OST-184	Records Management	DRE-098	3.00 SHC

**Formatting/Word Processing (3.00 SHC)**

>Take 3 credits:

OST-134	Text Entry & Formatting	OST-130	3.00 SHC
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**Office Management (3.00 SHC)**

>Take 3 credits:

OST-181	Office Procedures	DRE-098	3.00 SHC
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**Computer Applications (3.00 SHC)**

>Take 3 credits from:

CIS-110	Introduction to Computers	DRE-098	3.00 SHC
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**3) Concentration Requirements (6.00SHC)**

General Office Admin

>Take 6 credits:

OST-122	Office Computations	None	3.00 SHC
OST-138	Office Applications II	CIS-110	3.00 SHC

**4) Other Major Requirements (11.00 SHC)**

Required Courses

>Take 11 credits:

OST-136	Word Processing	CIS-110	3.00SHC
OST-140	Internet Comm/Research	DRE-098	3.00 SHC
OST-286	Professional Development	DRE-098	2.00 SHC
MKT-223	Customer Service	DRE-098	3.00 SHC

Keyboarding

>Take 3 credits:

OST-130	Comprehensive Keyboarding	DRE-098	3.00 SHC
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**TOTAL SEMESTER HOURS CREDIT (SHC)**

**(41.00 SHC)**

**Comments:**

CTE Pathway Title: Office Administration Diploma

Career and College Promise