

## Program Planning Guide

## Office Management Diploma (D25370)

Program Length: 4 semesters

Program Sites: Lee Main Campus, Day; Online

Career Pathway Options: Diploma in Office Management

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
ACA 122	College Transfer Success	0	2	0	1	
ENG 111	Writing & Inquiry	3	0	0	3	
OST 136	Word Processing	2	2	0	3	
OST 137	Office Applications I	2	2	0	3	
OST 164	Office Editing	3	0	0	3	
	Total Semester Hours	10	6	0	13	
2nd Semester (spring)						
BUS 260	Business Communications	3	0	0	3	
BUS 110	Intro to Business	3	0	0	3	
ACC 120	Prin of Finance	2	3	0	4	
	Total Semester Hours	8	3	0	10	
3rd Semester (fall)						
OST 289	Office Admin Capstone	2	2	0	3	
Communications requirement		3	0	0	3	
	Total Semester Hours	5	2	0	6	
4th Semester (spring)						
CTS 130	Spreadsheet	2	2	0	3	
OST 184	Records Management	2	2	0	3	
BUS 125	Personal Finance	3	0	0	3	
	Total Semester Hours	7	4	0	9	
	Total Semester Hours	Requi	ed for	Gradua	tion: 38	

Effective Term: 2024FA