



Program Planning Guide

Office Management Diploma (D25370)

Program Length: 3 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	
BUS 110	Intro to Business	3	0	0	3	
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	13	6	0	16	
2nd Semester (spring)						
BUS 260	Business Communications	3	0	0	3	
BUS 125	Personal Finance	3	0	0	3	
ACC 120	Prin of Finance	2	3	0	4	
CTS 130	Spreadsheet	2	2	0	3	
OST 184	Records Management	2	2	0	3	
	Total Semester Hours	12	7	0	16	
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	
Total Semester Hours Required for Graduation: 38						