

Office Administration Technology Diploma (D25370)

Student _____ Advisor: Barbara Daly
ID Number _____ Office: Building 4 Room 9
Catalog Year _____ Phone: 792-1521 Ext. 287
Email: bdaly@martincc.edu

English Requirements (3 credit hours)

___ ENG 111 (3) Expository Writing

Math Placement _____

Reading Placement _____

Writing Placement _____

___ MAT 060 (4) Essential Mathematics

___ MAT 070 (4) Introductory Algebra

___ RED 080 (4) Intro to College Reading

___ RED 090 (4) Improved College Reading

___ ENG 080 (4) Writing Foundations

ENG 090 (3) Composition Strategies

Math Requirements (3 credit hours)

___ MAT 115 (3) Mathematical Models

*Developmental courses/pre-requisites may be waived by placement tests or appropriate transfer credit

General Education Requirements (3 credit hours)

___ ACA 115 (1) Success & Study Skills

___ CIS 111 (2) Basic PC Literacy

Electives (2-4 credit hours)

___ Select One:

ACC 120(4) Principles of Financial Accounting

Pre-Requisites: ENG 90, MAT 60, RED 90

OST 153(2) Office Financial Solutions

Major Courses (29 credit hours)

___ BUS 260(3) Business Communication

Pre-Requisite: ENG 111

___ CTS 287(3) Emerging Technologies

___ OST 131(2) Keyboarding

___ OST 134(3) Text Entry & Formatting

___ OST 136(3) Word Processing

___ OST 164(3) Text Editing Applications

___ OST 181(3) Introduction to Office Systems

___ OST 184(3) Records Management

___ OST 223(3) Admin Office Transcription I

Pre-Requisite: OST 164 & 134 or OST 164 & 136

___ OST 286(3) Professional Development