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**OFFICE SYSTEMS TECHNOLOGY  
SEMESTER BY SEMESTER  
ASSOCIATE, DAY PROGRAM**

<u>Fall Semester</u>		<u>Class</u>	<u>Lab</u>	<u>Clin.</u>	<u>Credit</u>
ACA 111	College Student Success	1	0	0	1
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Intro. to Business	3	0	0	3
OST 181	Intro. to Office Systems	2	2	0	3
OST 184	Records Management	2	2	0	3
<b>Select one of the following:</b>					
CIS 110	Introduction to Computers	2	2	0	3
CIS 111	Basic PC Literacy	1	2	0	<u>2</u>
					16-17
<u>Spring Semester</u>					
CTS 130	Spreadsheet	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 136	Word Processing	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
	Humanities Elective	3	0	0	<u>3</u>
					18
<u>Fall Semester</u>					
BUS 115	Business Law I	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
OST 236	Advanced Word Processing	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
WEB 210	Web Design	2	2	0	<u>3</u>
					18
<u>Spring Semester</u>					
BUS 137	Principles of Management	3	0	0	3
BUS 260	Business Communication	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
ACC 150	Accounting Software Applications	1	2	0	2
CTS 125	Presentation Graphics	2	2	0	3
	PSY/SOC Elective	3	0	0	<u>3</u>
					17
<b><u>TOTAL HOURS</u></b>					<b>69-70</b>

**Humanities Electives:** Choose one course from ART 111, ART 116, ART 117, DAN 110, DRA 111, DRA 112, DRA 122, DRA 126, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, HUM 230, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221

**PSY/SOC Elective:** PSY 150, SOC 210

**Developmental Requirements:** RED 070, RED 080, RED 090, ENG 070, ENG 080, ENG 090, ENG 090A, MAT 050, MAT 060, MAT 070, OST 080