

OFFICE SYSTEMS TECHNOLOGY
Business Concentration
Program Checklist Revised 04/01/04
2004-2006 Catalog
Date _____

Student _____
 ID # _____
 Advisor _____
 Term Enrolled _____

Required Course	Course Name	Prerequisite or (Co-requisite)	Credit Hours	Term Offered	Avail. on Web	Term Completed Grade Earned
FIRST SEMESTER: (15 credit hours)						
ENGL 1010	English Composition I	None	3	All	Yes	
HUM xxxx	Humanities/Fine Arts Elective	Note ¹	3	All	Yes	
MGT 2000	Principles of Management	None	3	All	Yes	
OST 1005	Word	OST 1100 or equivalent	3	F, S	Yes	
SPH 2100	Public Speaking	(ENGL 1010)	3	All		
SECOND SEMESTER: (16 credit hours)						
ECON 2010	Principles of Economics	(College-level math)	4	All	Yes	
MKT 2420	Customer Service	None	3	S	Yes	
OST 1006	PowerPoint CBT	OST 1100 or equivalent	1	F, S	Yes	
OST 1105	Keyboarding II/Speed & Acc.	OST 1100 & 1005	3	F, S	Yes	
OST 2621	Excel	OST 1005	3	F, S	Yes	
OST 2801	Web Design I – HTML Coding	OST 1005 or equivalent	1	F, S	Yes	
OST 2802	Web Design II - Graphics	OST 2801	1	F, S	Yes	
THIRD SEMESTER: (15 credit hours)						
ACC 2110	Principles of Accounting I	(College-level math)	3	All	Yes	
MGT 2100	Information Systems	MGT 2000, OST 1005	3	F	Yes	
OST 2006	Advanced Word	OST 1005	3	F, S	Yes	
OST 2120	Keyboarding III	OST 1105	3	F	Yes	
OST 2340	Records Management	OST 1100 & 1005	3	F	Yes	
FOURTH SEMESTER: (15 credit hours)						
CBase Exam	General Education Exit Test	None	0	All		
MATH 1530	Elem. Probability & Statistics	(College-level math)	3	All	Yes	
OST 2010	Office Proficiency Assess.	(OST 2925)	1	F, S	Yes	
OST 2015	Office Integration	OST 1006, 2006, 2621, (OST 2600)	3	S	Yes	
OST 2302	OST Internship	Note ²	2	All		
OST 2360	Business Communications	OST 1105, 2006, ENGL 1010	3	S	Yes	
OST 2600	Access	OST 1005 or 1211 or equivalent	3	S	Yes	

TOTAL CREDIT HOURS FOR DEGREE: 61

¹ Humanities Elective should be chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520; HUM 2500, 2810; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.

² OST 2120; OST 2006; must be an OST major seeking an A.A.S. degree; minimum GPA of 2.5 in OST courses; a completed internship application submitted and approved by the Coordinator of BCT Internships prior to enrollment in the course and the beginning of the term.