

Fall 2018 – Spring 2019				
Developmental Studies: DRE 098, DMA 010-040				
Bus Admin Office Systems Administration DIPLOMA (D25120)				
Major Courses		Pre Requisites	Contact Hours	Credit Hours
FALL				
BUS 110	Introduction to Business	DRE 097	3	3
ACC 120	Principles of Financial Accounting	DRE 098 and DMA 010-030	5	4
CIS 110 or CIS 111	Introduction to Computers or Basic PC Literacy	CIS 110: DRE 098 and DMA 010-040 Or CIS 111: NONE	4/3	3/2
MKT 120	Principles of Marketing	NONE	3	3
ENG 111	Expository Writing	DRE 098	3	3
SPRING				
ECO 151	Survey of Economics	DRE 097	3	3
CTS 130	Spreadsheets	CIS 110 or CIS 111	4	3
BUS 115	Business Law	DRE 098	3	3
ACC 150	Accounting Software Applications	ACC 120 and (CIS 110 or CIS 111)	3	2
BUS 137	Principles of Management	DRE 098	3	3
SUMMER				
OST 136	Word Processing	CIS 111 or CIS 110 or OST 131	4	3
ENG 114	Professional Research and Report	ENG 111	3	3
DBA 110	Database Concepts	CIS 110 or CIS 111	5	3

Total Credits Needed: 38/39

Office Systems diploma is a one-year program that teaches detailed software skills, wide ranging basic knowledge of business operations, and customer care skills. Upon completion students should be able to demonstrate the necessary skills to work effectively in administrative assistant and office and office management positions.

Program Outcomes:

Demonstrate basic computer skills in word processing, spreadsheets, and database software.

Prepare effective, short, and job-related written and oral communications.

Produce well-designed business and professional written and oral presentations.

Work as a contributing member of a team utilizing the functions of management, basic marketing concepts, and knowledge of the economy.

Prepare financial statements, address ethical concerns, and use accounting software to solve problems.