



INDIAN RIVER STATE COLLEGE
PROGRAM Administrative Assistant
Meta Major: Business
2016-2017 Guided Pathway
50280 Clock Hours 1050

First Semester				
Check when complete	Course Number	Title	Clock Hours	Prerequisite
<input type="checkbox"/>	OTAV005	Office Skills Training I	75	
<input type="checkbox"/>	OTAV006	Office Skills Training II	75	OTAV005
<input type="checkbox"/>	OTAV001	Office Support Technology I	75	OTAV006
<input type="checkbox"/>				
	Total Semester Credit Hours		225	

Second Semester				
Check when complete	Course Number	Title	Clock Hours	Prerequisite
<input type="checkbox"/>	OTAV002	Office Support Technology II	75	OTAV001
<input type="checkbox"/>	OTAV100	Data Entry I	75	OTAV005, OTAV006, OTAV001, OTAV002
<input type="checkbox"/>	OTAV425	Data Entry II	75	OTAV005, OTAV006, OTAV001, OTAV002
<input type="checkbox"/>				
	Total Semester Credit Hours		225	

Third Semester				
Check when complete	Course Number	Title	Clock Hours	Prerequisite
<input type="checkbox"/>	OTAV031	Computer Applications I	75	OTAV002
<input type="checkbox"/>	OTAV032	Computer Applications II	75	OTAV031
<input type="checkbox"/>	OCAV312	Office Communications I	75	OTAV032
<input type="checkbox"/>				
	Total Semester Credit Hours		225	

Fourth Semester				
Check when complete	Course Number	Title	Clock Hours	Prerequisite
<input type="checkbox"/>	OCAV313	Office Communications II	75	OCAV312
<input type="checkbox"/>	OTAV948	Business Cooperative Education I - OJT	150	OTAV032
<input type="checkbox"/>	OTAV949	Business Cooperative Education II - OJT	150	OTAV948
<input type="checkbox"/>				
	Total Semester Credit Hours		375	