



INDIAN RIVER STATE COLLEGE
PROGRAM Administrative Office Specialist
Meta Major: Business
2017-2018 Guided Pathway
50280 Clock Hours 1050

Note: Highlighted courses have been identified as "key courses." It is strongly advised that students make every effort to pass these courses on the first attempt with a "C" or higher in order to be successful in this program. Please see your advisor if you have any concerns about your success in these courses.

First Semester				
Check when complete	Course Number	Title	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	OTAV005, OTAV006
	Total Semester Clock Hours		225	

Second Semester				
Check when complete	Course Number	Title	Hours	Prerequisite
<input type="checkbox"/>	OTAV002	Office Support Technology II	75	OTAV005, OTAV006, OTAV001
<input type="checkbox"/>	OTAV031	Computer Applications I	75	OTAV005, OTAV006, OTAV001, OTAV002
<input type="checkbox"/>	OTAV032	Computer Applications II	75	OTAV005, OTAV006, OTAV001, OTAV002, OTAV031
	Total Semester Clock Hours		225	

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Third Semester				
Check when complete	Course Number	Title	Hours	Prerequisite
<input type="checkbox"/>	OTAV100	Data Entry I	75	OTAV005, OTAV006, OTAV001, OTAV002, OTAV031, OTAV032
<input type="checkbox"/>	OTAV425	Data Entry II	75	OTAV005, OTAV006, OTAV001, OTAV002, OTAV031, OTAV032, OTAV100
<input type="checkbox"/>	OCAV312	Office Communications I	75	OTAV005, OTAV006, OTAV001, OTAV002, OTAV031, OTAV032, OTAV100, OTAV425
Total Semester Clock Hours			225	

Fourth Semester				
Check when complete	Course Number	Title	Hours	Prerequisite
<input type="checkbox"/>	OCAV313	Office Communications II	75	OTAV005, OTAV006, OTAV001, OTAV002, OTAV031, OTAV032, OTAV100, OTAV425, OCAV312
<input type="checkbox"/>				OTAV005, OTAV006, OTAV001, OTAV002, OTAV031, OTAV032, OTAV100, OTAV425, OCAV312, OCAV313
<input type="checkbox"/>	OTAV948	Business Cooperative Education I - OJT	150	OTAV005, OTAV006, OTAV001, OTAV002, OTAV031, OTAV032, OTAV100, OTAV425, OCAV312, OCAV313
<input type="checkbox"/>	OTAV949	Business Cooperative Education II - OJT	150	OTAV005, OTAV006, OTAV001, OTAV002, OTAV031, OTAV032, OTAV100, OTAV425, OCAV312, OCAV313, OTAV948
Total Semester Clock Hours			375	