



Career and Technical Education Pathway Office Administration

College Name Carteret Community College Effective Term: Fall 2022
 Curriculum Code: C25370P Curriculum Title Office Administration

Please note that you must have already received State Board approval to offer the traditional program in order to file a program of study for the Career and Technical Education Pathway. (i.e. your college must be approved for Welding in order to file a program of study to offer a Welding Career and Technical Education Pathway).

The program of study must consist of specific course requirement and may not include elective options (pick lists).

GENERAL EDUCATION COURSES (certificate general education is optional)			
Course Prefix/Num	Course Title		SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
Total SHC for General Education Courses:			<input style="width: 50px;" type="text"/> SHC
CORE COURSES			
Course Prefix/Num	Course Title		SHC
OST-136	WORD PROCESSING	3	SHC
BUS-137	PRINCIPLES OF MANAGEMENT	3	SHC
OST-164	OFFICE EDITING	3	SHC
OST-184	RECORDS MANAGEMENT	3	SHC
CIS-110	INTRO TO COMPUTERS	3	SHC
Total SHC for Core Courses:			<input style="width: 50px;" type="text"/> 15 SHC
OTHER MAJOR COURSES			
Course Prefix/Num	Course Title		SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
Total SHC for Other Major Courses:			<input style="width: 50px;" type="text"/> SHC
OTHER REQUIRED COURSES			
Course Prefix/Num	Course Title		SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
Total SHC for Other Required Courses:			<input style="width: 50px;" type="text"/> SHC
Total SHC for Program			15