



**Associate of Applied Science
Office Administration**

This program will provide you with the course work necessary for employment above the entry level in the secretaries fields in the private and governmental sectors.

GENERAL EDUCATION REQUIREMENTS (18 crs)

**COMPLETED Planned Timeline
(By Semester)**

Communications (6 crs)

- ENG 111 English Composition I (3)
Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation
- SPCH 130 Public Speaking (3)
Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation

Math/Computers/Lab Sciences (6 crs)

- BA 200 Business Computer Applications (3)
- BA 117 Business Math (3)

Social/Behavioral Sciences (3 crs)

Choose from the following discipline areas: Anthropology, Economics, Geography, Political Science Psychology, or Sociology

- Electives (3) _____
Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation

Humanities and Fine Arts (3 crs)

Choose from the following discipline areas: Art (theory only), History, Humanities, Literature, Music (theory only) Philosophy, or Theatre (theory only)

- Electives (3) _____
Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation

HEALTH, PHYSICAL EDUCATION & RECREATION (1 CRS)

- Elective (1) _____

PROGRAM REQUIREMENTS (46 crs)

- OA 115 Files Management (3)
- OA 118 Professional Development (3)
- OA 135 Introduction to Accounting (3)
- OA 236 Administrative Procedures (3)
Pre-requisites: OA 111, ENG 111, BA 200
- OA 249 Microsoft Word (3)
- OA 261 Desktop Publishing: MSPublisher (3)
Pre-requisite: OA 249
- OA 265 Access (3)
- OA 266 Integrated Computer Applications (3)
Pre-requisites: OA 249, OA 265, BA 225, BA 226
- VC 175 Internet Publication I (4)
- BA 225 Excel (3)
- BA 226 PowerPoint (3)
- BA 240 Principles of Management (3)
Pre-requisite: ENG 109
- BA 242 Business Information Systems (3)
- BA 250 Business Communications (3)
Pre-requisite: ENG 111
- BA/OA Elective (3) _____

TOTAL CREDIT HOURS 65

Educational Planning Form (Semester)

Name _____ Date _____
Major _____ Student ID _____

Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units

Advisor's Signature _____

Student Signature _____