



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)

BCIS 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*

BCIS 249 Microsoft Word (3)

OA 261 Desktop Publishing: MSPublisher (3)

*Pre-requisite: OA 249*

BCIS 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)

BCIS 225 Excel (3)

BCIS 226 PowerPoint (3)

BA 240 Principles of Management (3)

*Pre-requisite: ENG 109*

BCIS 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 \_\_\_\_\_

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer</b>
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>

**Advisor's Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_