

# NORTHERN



AMENDED 2015-16 Catalog (Revised 1/2/16)

## Associate of Applied Science OFFICE ADMINISTRATION

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

### GENERAL EDUCATION (22 CR)

#### Area I. Communications (6 cr)

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

#### Areas II and III. Mathematics/Computers/Laboratory Science (6 cr)

- BCIS 200 Business Computer Applications (3)
- OA 117 Business Math (3)

#### Area IV. Social/Behavioral Sciences (3 cr)

- Elective (3) Choose from Anthropology, Economics, Geography, Political Science, Psychology, or Sociology.  
*Prerequisite: ENG 109N (3) or adequate score on the Course Placement Evaluation*

#### Area V. Humanities and Fine Arts (3 cr)

- Second Language (3)

#### Area VI. First Year Experience (3 cr)

- FYE 101 First Year Experience (3)

#### HPER (1 cr)

- Elective (1)

### PROGRAM REQUIREMENTS (40 CR)

#### Office Administration (13 cr)

- OA 115 Record/Information Management (3)
- OA 118 Professional Development (3)
- OA 135 Introduction to Accounting (3)
- OA 240 Introduction to Microsoft Project (3)
- OA 266 Microsoft Office Specialist Training (1)  
*Prerequisites: BCIS 249, BCIS 265, BCIS 225, BCIS 226*

#### Business Computing Information Systems (12 cr)

- BCIS 249 Microsoft Word (3)
- BCIS 265 Microsoft Access (3)
- BCIS 225 Excel (3)
- BCIS 226 PowerPoint (3)

#### Business Administration (15 cr)

- BA 220 Introduction to Business (3)
- BA 236 Quickbooks (3)
- BA 240 Principles of Management (3)  
*Prerequisite: ENG 109N*

BA 250 Business Communications (3)  
*Prerequisite: ENG 111 (3)*  
BA 261 Business Technology (3)

**TOTAL CREDITS: 62**

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