Associate of Applied Science
OFFICE ADMINISTRATION

This program will provide you with the coursework necessary for employment in an administrative position.

**GENERAL EDUCATION (18 CRS)**

**Communications (6 crs)**
- **ENG 111** English Composition I (3)
  - **Prerequisite:** ENG 109 or adequate score on the Course Placement Evaluation (CPE)
- **SPCH 130** Public Speaking (3)
  - **Prerequisite:** ENG 109 or adequate score on CPE

**Math/Computers/Lab Sciences (6 crs)**
- **BCIS 200** Business Computer Applications (3)
- **OA 117** Business Math (3)

**Social/Behavioral Sciences (3 crs)**
Choose from the following discipline areas:
- Anthropology, Economics, Geography, Political Science, Psychology, or Sociology.
- Elective (3)
  - **Prerequisite:** ENG 109 or adequate score on CPE

**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)
  - **Prerequisite:** ENG 109 or adequate score on CPE

**Health, Physical Education & Recreation (1 cr)**
- Elective (1)

**PROGRAM REQUIREMENTS (45 CRS)**
- **OA 115** Record/Information Management (3)
- **OA 118** Professional Development (3)
- **OA 135** Introduction to Accounting (3)
- **OA 236** Administrative Procedures (3)
  - **Prerequisite:** OA 111, ENG 111, BA 200
- **BCIS 249** Microsoft Word (3)
- **OA 261** Desktop Publishing: MS Publisher (3)
- **BCIS 265** Access (3)
- **OA 266** Microsoft Office Certification Training (3)
  - **Prerequisite:** BCIS 249, BCIS 265, BCIS 225, BCIS 226
- **FDMA 117** Digital Media Literacy (3)
- **BCIS 225** Excel (3)
- **BCIS 226** PowerPoint (3)
- **OA 240** Introduction to Project Management Using MS Project (3)
  - **Prerequisite:** ENG 109

Advisor Approved Electives (9)

**TOTAL CREDITS 64**