



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