



DEGREE SHEET / 2016-2017 CATALOG		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p>College of Business Administration Associate of Applied Science Office Administration</p> <p>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.</p>		
GENERAL EDUCATION REQUIREMENTS (22 CR)	SEMESTER	GRADE
AREA I: COMMUNICATIONS (6 CR)		
ENG 111 English Composition I (3) Pre-requisites: 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		
AREA II and III: MATHEMATICS/COMPUTERS/LAB SCIENCE (6 CR)		
BCIS 200 Business Computer Applications (3)		
OA 117 Business Math (3)		
AREA IV: SOCIAL/BEHAVIORAL SCIENCES (3 CR) <i>Elective (3) Choose from Anthropology, Economics, Geography, Political Science, Psychology, or Sociology.</i> <i>Prerequisite: ENG 109N (3) or adequate score on the Course Placement Evaluation</i>		
AREA V: HUMANITIES and FINE ARTS (3 CR) Must include Language other than English (3) You must select courses from at least two different discipline areas		
Second Language (3)		
AREA VI: FIRST YEAR EXPERIENCE (3 CR)		
FYE 100 First Year Experience I (3) Sub from Area IV or Area V		
HPER (1)		
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 or BCIS 265 or BCIS 225 or 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) Prerequisites: ENG 109N		
BA	250	Business Communications (3) Prerequisites: ENG 111		
BA	261	Business Technology (3)		
TOTAL 62 CR				
ADVISOR APPROVAL			DATE	

SUGGESTED SEQUENCE OF COURSES

First Semester (15 crs)

ENG	111	English Comp I (3)
OA	117	Business Math (3)
FYE	101	Freshman Year Experience (3)
SOCIAL SCIENCE		Social Science (3)
HUMANITIES		Humanities/Fine Arts (3)

Second Semester (15 crs)

SPCH	130	Public Speaking (3)
BCIS	226	PowerPoint (3)
BCIS	249	Microsoft Word (3)
BCIS	265	Microsoft Access (3)
BCIS	225	Excel (3)

Third Semester (16 crs)

BCIS	200	Business Computer Applications (3)
OA	115	Record/Information Management (3)
OA	118	Professional Development (3)
OA	135	Introduction to Accounting (3)
OA	240	Introduction to Microsoft Projects (3)
OA	266	Microsoft Office Specialist Training (1)

Fourth Semester (16 crs)

BA	220	Introduction to Business (3)
BA	236	QuickBooks (3)
BA	240	Principles of Management (3)
BA	250	Business Communications (3)
BA	261	Business Technology (3)
HPER		Elective (1)

EDUCATIONAL PLANNING FORM (Semester)

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
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