



<b>DEGREE SHEET / 2018-2019 CATALOG</b>		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p><b>College of Business Administration</b>  <b>Associate of Applied Science Office Administration</b></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>		
<b>GENERAL EDUCATION REQUIREMENTS (22 CR)</b>	<b>SEMESTER</b>	<b>GRADE</b>
<b>AREA I: COMMUNICATIONS (6 CR)</b>		
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		
<b>AREA II and III: MATHEMATICS/COMPUTERS/LAB SCIENCE (6 CR)</b>		
BCIS 200 Business Computer Applications (3)		
OA 117 Business Math (3)		
<b>AREA IV: SOCIAL/BEHAVIORAL SCIENCES (3 CR)</b> <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>		
<b>AREA V: HUMANITIES and FINE ARTS (3 CR)</b> Must include Language other than English (3) You must select courses from at least two different discipline areas		
Second Language (3)		
<b>AREA VI: FIRST YEAR EXPERIENCE (3 CR)</b>		
FYE 100 First Year Experience I (3) Sub from Area IV or Area V		
<b>HPER (1)</b>		
Elective (1)		
<b>PROGRAM REQUIREMENTS (40 CR)</b>		
<b>Office Administration (13 cr)</b>		
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		
<b>Business Computing Information Systems (12 cr)</b>		
BCIS 249 Microsoft Word (3)		
BCIS 265 Microsoft Access (3)		

BCIS 225	Excel (3)		
BCIS 226	PowerPoint (3)		
<b>Business Administration (15 cr)</b>			
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)		
<b>TOTAL 62 CR</b>			
<b>ADVISOR APPROVAL</b>		<b>DATE</b>	