



DEGREE SHEET / 2019-2020 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)		
ENGL 1110 English Composition I (3) Pre-requisites: ENG 109 or adequate score on the Course Placement Evaluation		
SPCH 1130 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 2200 Business Computer Applications (3)		
OA 1117 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)		
FYEX 1110 First Year Seminar (3) Sub from Area IV or Area V		
PHED (1) Elective (1)		
PROGRAM REQUIREMENTS (40 CR)		
Office Administration (13 cr)		
OA 1115 Record/Information Management (3)		
OA 1118 Professional Development (3)		
OA 1135 Introduction to Accounting (3)		
OA 2240 Introduction to Microsoft Project (3)		
OA 2266 Microsoft Office Specialist Training (1) Prerequisites: BCIS 249 or BCIS 265 or BCIS 225 or BCIS 226		
Business Computing Information Systems (12 cr)		
BCIS 2249 Microsoft Word (3)		

BCIS	2265	Microsoft Access (3)		
BCIS	2225	Excel (3)		
BCIS	2226	PowerPoint (3)		
Business Administration (15 cr)				
BUSA	1110	Introduction to Business (3)		
BA	2236	Quickbooks (3)		
MGMT	2110	Principles of Management (3) Prerequisites: ENG 109N		
BA	2250	Business Communications (3) Prerequisites: ENG 111		
BA	2261	Business Technology (3)		
TOTAL 62 CR				
ADVISOR APPROVAL			DATE	

SUGGESTED SEQUENCE OF COURSES FOR ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION

First Semester (15 crs)

- ENGL 1110 Composition (3)
- FYEX 1110 First Year Seminar (3) Sub from Area IV or Area V
- BCIS 2200 Business Computer Applications (3)
- OA 1117 Business Math (3)
- Social/Behavioral Sciences (3)

Second Semester (16 crs)

- BCIS 2249 Microsoft Word (3)
- BCIS 2265 Microsoft Access (3)
- BCIS 2225 Excel (3)
- BCIS 2226 PowerPoint (3)
- OA 2266 Microsoft Office Specialist Training (1)
- BUSA 1110 Introduction to Business (3)

Third Semester (16 crs)

- OA 1115 Record/Information Management (3)
- OA 1118 Professional Development (3)
- OA 1135 Introduction to Accounting (3)
- OA 2240 Introduction to Microsoft Project (3)
- SPCH 1130 Public Speaking
PHED (1 cr)

Fourth Semester (9 crs)

MGMT 2110 Principles of Management (3)

BA 2250 Business Communications (3)

BA 2261 Business Technology (3)

BA 2236 Quickbooks (3)

Humanities and Fine Arts (3)