



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		
COMM 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)		
BUSA 1180 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)		
BUSA 1210 Records Management (3)		
BUSA 2175 Professional Development (3)		
ACCT 1135 Survey of Accounting (3)		
BUSA 1195 Introduction to Microsoft Project (3)		
BICS 2266 Microsoft Office Specialist Training (1) Prerequisites: BCIS 2215 or BCIS 2220 or BCIS 2210 or BCIS 2230		
Business Computing Information Systems (12 cr)		
BCIS 2220 Microsoft Word (3)		

BCIS	2210	Microsoft Access (3)		
BCIS	2215	Excel (3)		
BCIS	2230	PowerPoint (3)		
Business Administration (15 cr)				
BUSA	1110	Introduction to Business (3)		
ACCT	2220	Computerized Accounting (3)		
MGMT	2110	Principles of Management (3) Prerequisites: ENG 109N		
BA	2210	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 2220 Business Computer Applications (3)
- BUSA 1180 Business Math (3)
- Social/Behavioral Sciences (3)

Second Semester (16 crs)

- BCIS 2220 Microsoft Word (3)
- BCIS 2210 Microsoft Access (3)
- BCIS 2215 Excel (3)
- BCIS 2230 PowerPoint (3)
- BUSA 2266 Microsoft Office Specialist Training (1)
- BUSA 1110 Introduction to Business (3)

Third Semester (16 crs)

- BUSA 1210 Records Management (3)
- BUSA 2175 Professional Development (3)
- ACCT 1135 Survey of Accounting (3)
- BUSA 1195 Introduction to Project Management (3)
- COMM 1130 Public Speaking (3)
- PHED (1 cr)

Fourth Semester (9 crs)

MGMT 2110 Principles of Management (3)

BUSA 2110 Business Communications (3)

BCIS 2261 Business Technology (3)

ACCT 2220 Computerized Accounting (3)

Humanities and Fine Arts (3)