

## ASSOCIATE OF APPLIED SCIENCE DEGREE

**Office Administration - Office Administration Specialist**

To earn the AAS in Office Administration, a student must meet the requirements of the General Education Core, Office Administration Core, and the requirements of the Clerical Office Specialist Core.

<b>Orientation 1 hour</b>	
COLL	101
<b>Communications 9 hours</b>	
<b>Written Communications 6 hours from the following</b>	
ENGL	100
ENGL	101*
ENGL	102
ENGL	203*
<b>Oral Communications 3 hours</b>	
SPCH	101*
<b>Mathematics 3 hours</b>	
BSAD	121*
<b>Missouri Constitution 3 hours from the following</b>	
PLSC	103, 104*
HIST	106
<b>Business Core 13 hours</b>	
BSAD	125 Business Computer Apps (3)
BSAD	130 Business Correspondence* (3)
BMGT	223 Business Ethics (3)
BSAD	103 Professional Development (2)
OA	231 Internship (2)
<b>Office Administration Core 31 hours</b>	
OA	102 Filing (3)
OA	107 College Keyboarding (3)
OA	200 Word processing (3)
OA	108 Intro to Transcription (3)
OA	210 Word Proc Transcript* (3)
OA	211 Sec Off Procedures (3)
OA	100 Practical Accounting (3) <b>OR</b> BSAD 160 Prin of Accounting I
BSAD	108 Personal Finance (3)
OA	113 Desktop Publishing (3)
BSAD	215 Spreadsheets (2)
BSAD	216 Database Management (2)
Electives (must be from the Business area) <b>3 hours</b>	