

ASSOCIATE OF APPLIED SCIENCE DEGREE
Office Administration - Office Administration Specialist

Done Curr To do

Orientation COLL 101	1 hour	___	___	___			
Communications Written Communications (6 hours) ENGL 100 ENGL 101* ENGL 102 ENGL 203*	9 hours	___	___	___			
Oral Communications (3 hours) SPCH 101		___	___	___			
Mathematics BSAD 121*	3 hours	___	___	___			
Missouri Constitution PLSC 103, 104* HIST 106	3 hours	___	___	___			

Business Core 13 hours	Done	Curr	To do	Office Admin Specialist (31 hours)	Done	Curr	To do
BSAD 103 Professional Dev (2)	___	___	___	BSAD 108 Personal Finance (3)	___	___	___
BSAD 125 Bus Computer Apps (3)	___	___	___	BSAD 215 Spreadsheets (2)	___	___	___
BSAD 130 Bus Correspondence* (3)	___	___	___	OA 107 College Keyboarding (3)	___	___	___
BMGT 223 Business Ethics (3)	___	___	___	OA 108 Intro to Transcription (3)	___	___	___
OA 231 Internship (2)	___	___	___	OA 113 Desktop Publishing (3)	___	___	___
				OA 210 Word Proc Transcript* (3)	___	___	___
				OA 211 Sec Off Procedures (3)	___	___	___
				OA 102 Filing (3)	___	___	___
				BSAD 216 Database Mgmt (2)	___	___	___
				OA 100 Practical Accounting (3) OR	___	___	___
				BSAD 160 Prin of Accounting I (3)	___	___	___
				OA 200 Word Processing (3)	___	___	___
				Electives (3 hours)	___	___	___
				Electives must be from the Business area.	___	___	___

Comments: _____

Dean: _____ Date: _____

Name: _____ Date: _____
(print your name as you wish it to appear on your diploma)

Social Security Number: _____

Current Phone Number: _____

Address: Street: _____

City, State & Zip: _____

Does your diploma need to be mailed to a different address? ___ Yes ___ No

Degree Confirmed: _____ Date: _____

Signature: _____