

ASSOCIATE OF APPLIED SCIENCE DEGREE OFFICE ADMINISTRATION SPECIALIST

Recommended Program of Study

FIRST YEAR:

<i>Fall Semester</i>			Hours
COLL	101	College Orientation	1
ACCT	201	Principles of Accounting I (or ACCT 101)	3
ENGL	101	English Composition I* (or ENGL 100)	3
BMGT	223	Business Ethics	3
OA	107	College Keyboarding (Fall only)	3
SPCH	101	Fundamentals of Speech*	3
TOTAL			16

<i>Spring Semester</i>			Hours
BSAD	125	Computer Applications	3
ENGL	102	English Composition II* (or ENGL 101, 203*)	3
HIST	106	U.S. History I (or PLSC 103, 104*)	3
OA	102	Filing Systems and Records Mgt. (Spring only)	3
BSAD	121	Business Math*	3
TOTAL			15

SECOND YEAR:

<i>Fall Semester</i>			Hours
BSAD	130	Business Communications*	3
BSAD	216	Database Management* (Fall only)	2
OA	108	Introduction to Transcription (Fall only)	3
OA	113	Desktop Publishing (Fall only)	3
OA	200	Word Processing (Fall only)	3
		Approved Business Elective	3
TOTAL			17

<i>Spring Semester</i>			Hours
BSAD	103	Professional Development	2
BSAD	108	Personal Finance	3
BSAD	215	Spreadsheets* (Online in Spring)	2
OA	210	Word Processing Transcription* (Spring only)	3
OA	211	Secretarial Office Procedures (Spring only)	3
OA	231	Office Administration Internship	2
TOTAL			15

TOTAL HOURS REQUIRED 63

*Prerequisite required