

ASSOCIATE OF APPLIED SCIENCE OFFICE ADMINISTRATION

This degree is designed to provide students with the basic knowledge, skills, and competencies required for employment in an office environment. Integration of software and business applications are covered with a capstone class of business projects designed to integrate skills such as database mailing lists with word processing documents. Individual classes may transfer.

YEAR ONE

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
AC131	Accounting I	4	CS128	Word Processing		4	
CS121	Principles of Microsoft Office	4	EN112	Content Area: Comp. & Research		4	
EN111	College Composition	4	MA114	Intermediate Algebra		4	
NA113	Native American Awareness	1	*****	Approved Elective		<u>4</u>	
OE121	Office Procedures	<u>3</u>					
TOTAL		16	TOTAL			16	

YEAR TWO

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
BU113	Introduction to Business	3	BU193	Business Communication & Writing Skills		3	
CS216	Spreadsheet Design & Management	4	BU206	Principles of Management		3	
ES101	Fitness & Wellness	2	CIS204	Computer Security		3	
*****	Approved Electives	<u>6-8</u>	OE203	Integrated Office		3	
			*****	Approved Elective		<u>3-4</u>	
TOTAL		15-17	TOTAL			15-16	

Required credits for this curriculum = 62-65

Approved Electives: AC104 Payroll Accounting
 AC105 Quickbooks for Small Business
 AC132 Accounting II
 BU204 Business Law
 CS204 Web Page Design
 CS215 Desktop Publishing
 OE101 Introduction to Medical Office
 OE123 Medical Coding & Billing I
 OE114 Pharmacy Technician
 SI112 Medical Terminology