

CURRICULUM – OFFICE ADMINISTRATION – ASSOCIATE DEGREE

Technical Courses:

ACTG	1113	Principles of Accounting I	3
BOIS	1113	Business Calculator Applications	3
DATA	1123	Fundamentals of Information Technology	3
DATA	1213	Word Processing (MS Word®)	3
DATA	2303	Advanced Word Processing (MS Word®)*	3
SECR	1213	Office Administration*	3
DATA	1243	Spreadsheet Applications (MS Excel®)	3
DATA	1233	Database Management (MS Access®)	3
MGMT	1113	Principles of Management	3
BOIS	1103	Business English	3
ACTG	1223	Payroll Accounting*	3
DATA	2213	Web Design*	3
BOIS	2303	Business Communications	3
DATA	2203	Integrated Applications*	3
MGMT	2013	Human Resource Management*	3
BOIS	2203	Legal Environment	3
TOTAL TECHNICAL HOURS			48

General Education Courses:

ENGL	1113	Composition I	3
ENGL	1213	Composition II	3
Choose one of the following:			
MATH	1123	Business Math (does not transfer)	3
MATH	1143	College Algebra	3
MATH	1153	Mathematics for Liberal Arts	3
Choose one of the following:			
BIOL	1124	Introduction to Biology	4
BIOL	1133	Nutrition	3
BIOL	2123	Environmental Science	3
PHYC	1124	Introduction to Physics	4
PHYC	1134	Introduction to Physical Science	4
PHYC	1114	Earth Science	4
PHYC	1144	Introduction to Astronomy	4
Choose one of the following:			
PSYC	1113	General Psychology	3
ECON	2113	Principles of Macroeconomics	3
ECON	2213	Principles of Microeconomics	3
SOCI	1113	Introduction to Sociology	3
TOTAL GENERAL EDUCATION HOURS			15/16

COMPLETION AWARD: *Associate of Applied Science* **63/64**

Courses displayed in BOLD indicate specialty courses which require final grades of "C" or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.