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		Credits	SPRING SEMESTER		Credits
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	4
OE121	Office Procedures	3			
	TOTAL	16		**TOTAL**	16

YEAR TWO

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