

## Associate of Applied Science Office Administration

All first-time, full-time students must enroll in either Student Opportunities Seminar (SOS) OR Principles of Collegiate Success (PCS) as determined by entrance exam scores.

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
ENGL 1113 Composition I	3	Placement score or required remediation	Milestone course, failure to pass may delay degree progress.
DATA 1123 Fundamentals of Information Technology (FIT)	3	Keyboarding exam or GBUS1103 recommended	
DATA 1213 Word Processing	3	Placement score or Keyboarding	"C" or better; Fall Only
ACTG 1113 Principles of Accounting I	3	Placement score or Foundations II	Fall Only
BOIS 1003 Introduction to Business	3		Fall Only
<b>Hours</b>	<b>15</b>		
<i>Students should apply for Certificate of Proficiency in Business Technology</i>			
Semester 2 (Spring)			
DATA 2303 Adv. Word Processing	3	Word Processing with a "C" or better	"C" or better; Spring Only
DATA 1233 Database Management	3	FIT	"C" or better; Spring Only
DATA 1243 Spreadsheet Applications	3	FIT	"C" or better; Spring Only
ACTG 1213 Computerized Accounting	3	FIT and Principles of Accounting I	Spring Only
Choose one: MATH 1143 College Algebra MATH 1163 Quantitative Literacy	3	Placement score or Foundations II Placement score or Foundations I	
<b>Hours</b>	<b>15</b>		
<i>Students should apply for Technical Certificate in Office Administration</i>			
Semester 3 (Fall)			
ACTG 1223 Payroll Accounting	3	Principles of Accounting I	Fall Only
BOIS 2203 Legal Environment	3		Fall Only
MGMT 1113 Principles of Mgmt.	3		Fall Only
ENGL 1213 Composition II	3	Comp I	
Choose one: BIOL 1124 Introduction to Biology BIOL 1133 Nutrition BIOL 2123 Environmental Science	4 3 3	All: Eligible for Comp I	
<b>Hours</b>	<b>15/16</b>		
Semester 4 (Spring)			
DATA 2203 Integrated Applications	3	FIT, Word Processing, Database Management, and Spreadsheet Apps	Spring Only
BOIS 2303 Business Communication	3	Comp I and FIT	Spring Only
BOIS 2413 Business Internship	3	Instructor Approval	Spring Only
MGMT 2013 Human Resource Management	3		"C" or better; Spring Only
Social Science	3		ECON 2113 or 2213; PSYC 1113 or SOCI 1113
<b>Hours</b>	<b>15</b>		
<i>Students should apply for Associate of Applied Science in Office Administration– Total Hours 60-61</i>			