2012-13
52.0401/0820

Degree Worksheet for planning purposes only.
See the 2012-13 NPCC Catalog for complete degree requirements.

1 of 1
Rev. 10/21/2013

ASSOCIATE OF APPLIED SCIENCE DEGREE WORKSHEET

OFFICE ADMINISTRATION

Courses prerequisite to another class require a minimum grade of "C" in order to advance to the next course.

Section Completed	Completed	Grade	Semester	Discipline	Class #	Class Name	Hours
General Education Core - Section I - 9 Credit Hours Total							
All courses must be completed							
☐	☐		Fall/Spring	OFAD	1053	**Business Math** Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of LAD-9031 Foundations of College Math 1C	3
			OR				
			Fall/Spring	MATH	1053	**Applied Mathematics** Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of LAD 9031 Foundations of College Math 1	
	☐		Fall/Spring	OFAD	1133	**Business English**	3
	☐		Fall/Sp/Su	ENG	1113	**English Composition I** Prerequisite: Compliance with NPCC placement standards	3
General Education Core - Section II - 3 Credit Hours Total							
Select one of the following courses							
☐	☐		Fall/Sp/Su	HIST	2223	**United States History To 1865**	3
	☐		Fall/Sp/Su	HIST	2233	**United States History Since 1865**	3
	☐		Fall/Sp/Su	POLS	1113	**American National Government**	3
	☐		Fall/Sp/Su	PSYC	1103	**General Psychology**	3
	☐		Fall/Sp/Su	SOC	1103	**Introduction to Sociology**	3
Major Specific Courses - 39 Credit Hours Total							
All courses must be completed							
☐	☐		Fall/Sp/Su	ACT	1103	**Principles of Accounting I**	3
	☐		Spring/ Summer	BUS	2033	**Business Communications** Prerequisite: OFAD 1133 Business English; CIS 1013 Information Systems I or OFAD 1083 Word Processing I	3
	☐		Fall/Sp/Su	CIS	1013	**Information Systems I** Prerequisites: OFAD 1103 Keyboarding or equivalent; CIS 1001 Intro to Computing I or competency test	3
	☐		Spring	CIS	1173	**Spreadsheets I** Prerequisite: CIS 1013 Info Systems I; CIS 2013 Info Sys II recommended	3
	☐		Fall/Spring	CIS	1203	**Presentation Graphics/Desktop Publishing** Prerequisite: 1013 Information Systems I or instructor approval	3
	☐		Fall/Spring	CIS	1903	**Web Design** Prerequisite: CIS 1013 Information Systems I; Internet literacy	3
	☐		Fall/Spring	CIS	2013	**Information Systems II** Prerequisite: CIS 1013 Info Systems I	3
	☐		Fall/Spring	OFAD	1083	**Word Processing I** Prerequisite: OFAD 1103 Keyboarding; or equivalent	3
	☐		Fall/Spring	OFAD	1203	**Business Practices & Procedures** Prerequisite: OFAD 1103 Keyboarding; or equivalent	3
	☐		Spring	OFAD	1093	**Machine Transcription** Prerequisite: OFAD 1133 Business English; OFAD 1083 Word Processing I	3
	☐		Spring	OFAD	2053	**Word Processing II** Prerequisite: OFAD 1083 Word Processing I	3
	☐		Fall	OFAD	2073	**Administrative Office Management**	3
	☐		Fall/Sp/Su	OFAD	2393	**Office Support Internship**	3
Structured Electives - 9 Credit Hours Total							
Select three courses from the list of structured electives							
☐	☐		Fall/Sp/Su			**Structured Elective**	3
	☐		Fall/Sp/Su			**Structured Elective**	3
	☐		Fall/Sp/Su			**Structured Elective**	3

Bring this degree plan every time you meet with a counselor for advising and updating.

NOTE: STUDENTS MUST SUBMIT A GRADUATION APPLICATION TO RECEIVE ANY DEGREE OR CERTIFICATE.
SEE ACADEMIC CALENDAR FOR SUBMISSION DEADLINES.

Minimum Total Credit Hours: **60**