

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	Discipline	Class #	Class Name	Hours
General Education Core - Section I - 9 Credit Hours Total					
All courses must be completed					
<input type="checkbox"/>	<input type="checkbox"/>	MATH	1053	Applied Mathematics Prerequisite: ACT math score of 18 or equivalent score on COMPASS test, or completion of Foundations of College Math 1	3
	<input type="checkbox"/>	OFAD	1133	Business English	3
	<input type="checkbox"/>	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					
<input type="checkbox"/>	<input type="checkbox"/>	HIST	2223	United States History To 1865	3
	<input type="checkbox"/>	HIST	2233	United States History Since 1865	3
	<input type="checkbox"/>	POLS	1113	American National Government	3
	<input type="checkbox"/>	PSYC	1103	General Psychology	3
	<input type="checkbox"/>	SOC	1103	Introduction to Sociology	3
Major Specific Courses - 45 Credit Hours Total					
All courses must be completed					
<input type="checkbox"/>	<input type="checkbox"/>	ACT	1103	Principles of Accounting I Prerequisite: ACT 1002 Basic Accounting or ACT score of 18 in math (or comparable COMPASS score) and Business English or English Composition I or an ACT score of 17 in Reading (or comparable COMPASS score)	3
	<input type="checkbox"/>	BUS	2033	Business Communications Prerequisite: OFAD 1133 Business English; CIS 1013 Information Systems I or OFAD 1083 Word Processing I	3
	<input type="checkbox"/>	CIS	1013	Information Systems I Prerequisites: OFAD 1103 Keyboarding, or equivalent; CIS 1001 Intro to Computing I, or competency test	3
	<input type="checkbox"/>	CIS	1173	Spreadsheets I Prerequisite: CIS 1013 Info Systems I; CIS 2013 Info Sys II recommended	3
	<input type="checkbox"/>	CIS	1203	Presentation Graphics/Desktop Publishing Prerequisite: 1013 Information Systems I or instructor approval	3
	<input type="checkbox"/>	CIS	1903	Web Design Expressions Prerequisite: CIS 1013 Information Systems I; Internet literacy	3
	<input type="checkbox"/>	CIS	2013	Information Systems II Prerequisite: CIS 1013 Info Systems I	3
	<input type="checkbox"/>	OFAD	1083	Word Processing I Prerequisite: OFAD 1103 Keyboarding; or equivalent	3
	<input type="checkbox"/>	OFAD	1203	Business Practices & Procedures Prerequisite: OFAD 1103 Keyboarding; or equivalent	3
	<input type="checkbox"/>	OFAD	1093	Machine Transcription Prerequisite: OFAD 1133 Business English; OFAD 1083 Word Processing I	3
	<input type="checkbox"/>	OFAD	2053	Word Processing II Prerequisite: OFAD 1083 Word Processing I	3
	<input type="checkbox"/>	ACT	1203	Computerized Accounting Prerequisite: OFAD 1001 Keyboarding I or a formal keyboarding course; ACT 1103 Principles of Accounting I, ACT 1002 Basic Accounting or Instructor Permission	3
	<input type="checkbox"/>	OFAD	2073	Administrative Office Management	3
	<input type="checkbox"/>	BUS	1223	Human Resource Management	3
<input type="checkbox"/>	OFAD	2393	Office Support Internship	3	
Structured Electives - 3 Credit Hours Total					
Select one courses from the list of structured electives					
<input type="checkbox"/>	<input type="checkbox"/>			Structured Elective	3

Minimum Total Credit Hours: **60**