



# Office Administration, A.A.S.

This program provides background and skills in general business, accounting and communication, as well as the use of computer productivity tools. A counselor should be consulted if the student plans to transfer to a four-year institution.

2 Years

q **Success Skills for the 21st Century** GNST 100 3 Cr.

q **Freshman English I** ENGL100 ~~prerequisites: MATH 101, ENGL 100, BC 105, BC 106, BC 107, BC 108, BC 109, BC 110, BC 111, BC 112, BC 113, BC 114, BC 115, BC 116, BC 117, BC 118, BC 119, BC 120, BC 121, BC 122, BC 123, BC 124, BC 125, BC 126, BC 127, BC 128, BC 129, BC 130, BC 131, BC 132, BC 133, BC 134, BC 135, BC 136, BC 137, BC 138, BC 139, BC 140, BC 141, BC 142, BC 143, BC 144, BC 145, BC 146, BC 147, BC 148, BC 149, BC 150, BC 151, BC 152, BC 153, BC 154, BC 155, BC 156, BC 157, BC 158, BC 159, BC 160, BC 161, BC 162, BC 163, BC 164, BC 165, BC 166, BC 167, BC 168, BC 169, BC 170, BC 171, BC 172, BC 173, BC 174, BC 175, BC 176, BC 177, BC 178, BC 179, BC 180, BC 181, BC 182, BC 183, BC 184, BC 185, BC 186, BC 187, BC 188, BC 189, BC 190, BC 191, BC 192, BC 193, BC 194, BC 195, BC 196, BC 197, BC 198, BC 199, BC 200, BC 201, BC 202, BC 203, BC 204, BC 205, BC 206, BC 207, BC 208, BC 209, BC 210, BC 211, BC 212, BC 213, BC 214, BC 215, BC 216, BC 217, BC 218, BC 219, BC 220, BC 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You should meet with an academic counselor prior to registering for classes.

Prerequisite courses may apply to this program. A minimum of 60 unduplicated credits (100 level or higher) are required for all associate degree programs.

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4.5 Years

This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

q **Success Skills for the 21st Century** GNST 100 3 Cr.  
 q **Computer Literacy** CMIS 101 3 Cr.  
 (test out option available)

q **Introduction to Computer Information Systems** CMIS 115 3 Cr.  
 q **Freshman English I** ENGL 100 3 Cr.

q **Introduction to Document Production** CMIS 124 3 Cr.  
 q **Microcomputer Applications** CMIS 175 3 Cr.

q **Advanced Document Production** CMIS 224 3 Cr.  
 q **Introduction to Business** BUSN 135 3 Cr.

q **Humanities Requirement** 3-4 Cr.  
 q **Principles of Accounting I** ACCT 115 4 Cr.

q **Business & Technical Communications** BUSN 183 3 Cr.  
 q **Mathematics Requirement** 4 Cr.

q **Records Management** CMIS 190 3 Cr.  
 q **Choose 1**  
 American Political System POLI 240 3 Cr.  
 United States History to 1865 HIST 250\* 3 Cr.  
 \*If student wants HIST 251, swap with communications requirement

q **Outlook** CMIS 153 1 Cr.  
 q **Office Administration** CMIS 270 4 Cr.  
 q **Communication Requirement** 3 Cr.

q **Lab Science Requirement** 4 Cr.  
 q **Social Science Requirement** 3 Cr.  
 q **Elective(s)** if needed to get to 60 credit hours

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Semester 1		Semester 2	
q <b>Success Skills for the 21st Century</b>	GNST 100 3 Cr.	q <b>Introduction to Computer Information Systems</b>	CMIS 115 3 Cr.
q <b>Freshman English I</b>	ENGL 100 3 Cr.		
q <b>Communication Requirement</b>	3 Cr.		
q <b>Introduction to Business</b>	BUSN 135 3 Cr.		
Semester 3		Semester 4	
q <b>Computer Literacy</b> (test out option available)	CMIS 101 3 Cr.		
q <b>Introduction to Document Production</b>	CMIS 124 3 Cr.		
q <b>Business &amp; Technical Communication</b>	BUSN 183 3 Cr.		

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