

Business Education & Office Administration - Administrative Assistant

Program: Business Education & Office Administration

AAS ADMINISTRATIVE ASSISTANT – Guided Pathway/Map

1st Semester

OAD 103: OAD 101 Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available.

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
BUS 150	Business Math	3
OAD 125	Word Processing	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
MTH 100	Intermediate College Algebra	3
OAD 247	Special Projects	3
BUS 215	Business Communication	3
OAD 137	Computerized Financial Record Keeping	3
OAD 218	Office Procedures	3
	Sub-Total Credits	18

3rd Semester

PHL 206, POL 211, may be substituted per Business advisor's approval.

Item #	Title	Credits
OAD 243	Spreadsheet Applications	3
BUS 241	Principles of Accounting I	3
CIS 149	Digital Literacy	3
OAD 136	Advanced Financial Record Keeping	3
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
	Sub-Total Credits	18

4th Semester

Item #	Title	Credits
CIS 146	Computer Applications	3
PHL 206	Ethics and Society	3
OAD 244	Database Applications	3
POL 211	American National Government	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	15
	Total credits:	67