



## Office Administration

	Course #	Course Name	Hours
Semester 1	ORI 105	New Student Orientation	3
	OAD 101	Beginning Keyboarding	3
	OAD 138	Records/Information Management	3
	OAD 131	Business English	3
	ENG 101	English Composition I	3
		<i>Total Credits</i>	<i>15</i>
Semester 2	OAD103	Intermediate Keyboarding	3
	OAD 125	Word Processing I	3
	MTH 100	Intermediate College Algebra	3
	OAD 130	Electronic Calculations	3
	OAD 218	Office Procedures	3
		<i>Total Credits</i>	<i>15</i>
Semester 3 (summer)		Science Option	4
	OAD 104	Advanced Keyboarding	3
		<i>Total Credits</i>	<i>7</i>
Semester 4	OAD 126	Word Processing II	3
	OAD 135	Financial Record Keeping	3
	BUS 263	The Legal and Social Environment of Business	3
	OAD 200	Machine Transcription	3
		Humanities Option	3
		<i>Total Hours</i>	<i>15</i>
Semester 5	OAD 136	Advanced Financial Record Keeping	3
	OAD 201 or CIS 146	Legal Terminology or Microcomputer Applications	3
	OAD 230	Computerized Desktop Publishing	3
	ECO 231/232	Economics	3
		<i>Total Hours</i>	<i>12</i>
		<b><i>Office Administration, AAS</i></b>	<b><i>64</i></b>