ASSOCIATE OF APPLIED SCIENCE
OFFICE ADMINISTRATION

Student Name: Catalog: 2021-2022   Date:

YEAR ONE

FALL SEMESTER		Credits	Date	Grade	SPRING SEMESTER		Credits	Date	Grade
AC****	Accounting Elective	3 or 4			AC****	Accounting Elective	3 or 4		
BU 113	Introduction to Business	3			OE 128	Word Processing	4		
EN 111	College Composition	4			EN 112	Content Area Comp. & Research	4		
ES 101	Fitness & Wellness	2			NA 113	Native American Awareness	1		
OE****	Office Elective	3			*****	Approved Elective	3		
	TOTAL	15-16				TOTAL	15-16		

YEAR TWO

FALL SEMESTER		Credits	Date	Grade	SPRING SEMESTER		Credits	Date	Grade
OE 216	Spreadsheet Design & Management	4			BU 193	Business Communication & Writing Skills	3		
MA ****	Mathematics Elective (MA113 or MA 114)	4			BU 206	Principles of Management	3		
SO ****	Sociology Elective (SO203 or SO213)	3			CS 205	Database Management	3		
*****	Approved Electives	6 or 7			CS 207	Computer Security	3		
					*****	Approved Elective	3-4		
	TOTAL	17-18				TOTAL	15-16		

Required credits for this curriculum = 62-66

Date	Grade	Approved Electives	
		BU 115	3 credits
		BU 116	3 credits
		BU 204	3 credits
		BU 209	3 credits
		CS 133	4 credits
		CS 204	3 credits
		CS 215	4 credits
		OE 114	3 credits
		OE 123	4 credits
		OE 124	4 credits
		SI 112	3 credits