

# OFFICE ADMINISTRATION

## Guided Pathway/Map

**NOTE:** The Guided Pathway below contains all the coursework required for degree/certificate completion. However, courses may be offered or taken in other semesters as long as prerequisites are met. Courses may be available days, nights, hybrid, and online.

	Course #	Course Name	Semester Hours
<b>Semester 1</b>	ENG 101	English Composition I	3
	BUS 100	Introduction to Business	3
	BUS 241	Principles of Accounting I	3
	OAD 103	Intermediate Keyboarding	3
	ORI 101 or ORI 105	College Orientation	1 or 3
			Semester 1 Total: 13-15
<b>Semester 2</b>	SPH 106/107	SPH 106 (Fundamentals of Oral Communication) OR SPH 107 (Fundamentals of Public Speaking)	3
	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications	3
	OAD 104	Advanced Keyboarding	3
	BUS 245	Accounting with Quickbooks	3
<b>Semester 3</b>	ECO 231/232	ECO 231 – Principles of Macroeconomics OR ECO 232 – Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 275	Principles of Management	3
	OAD 125	Word Processing	3
			Semester 3 Total: 15
<b>Semester 4</b>	Humanities/Fine Art	<b>Choose one:</b> AREA II: Humanities/Fine Arts Elective	3
	ACT 249	Payroll Accounting	3
	CIS 113	Spreadsheet Software Applications	3
	OAD 138	Records/Information Management	3
			Semester 4 Total: 12
<b>Semester 5</b>	Science/Math Elective	<b>Choose one:</b> AREA III: Science/Math Elective	4
	BUS 263	The Legal and Social Environment of Business	3
	CIS 117	Database Management Software Application	3
	ORI 104	WorkKeys	1
			Semester 4 Total: 11
			Program Total: 65-68