

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
Semester 1	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, ORI 105, OR ORT 100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
			Semester 1 Total: 13-15
Semester 2	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	CIS 146	Microcomputer Applications	3
	MTH 116 or Higher	Mathematical Applications or Higher	3
	OAD 104	Advanced Keyboarding	3
	BUS 245	Accounting with QuickBooks	3
			Semester 2 Total: 15
Semester 3	ECO 231 OR 232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	OAD 125	Word Processing	3
			Semester 3 Total: 12
Semester 4	Humanities/Fine Art	Humanities/Fine Arts Elective	3
	ACT 249	Payroll Accounting	3
	BUS 275	Principles of Management	3
	OAD 138	Records/Information Management	3
			Semester 4 Total: 12
Semester 5	Science/Math Elective	Science/Math Elective	3-4
	BUS 263	The Legal and Social Environment of Business	3
	CIS 117	Database Management Software Application	3
	CIS 113	Spreadsheet Software Applications	3
			Semester 4 Total: 12-13
			Program Total: 64-67