

# OFFICE ADMINISTRATION

## AAS

### 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>	ORI101, ORI105, OR ORT100	Orientation to College, Orientation and Student Success, OR Orientation for Career Students	1-3
	ENG101	English Composition I	3
	OAD103	Intermediate Keyboarding	3
	BUS100	Intro to Business	3
	BUS241	Principles of Accounting I	3
			Semester 1 Total: 13-15
<b>Semester 2</b>	CIS146	Microcomputer Applications	3
	MTH116	Mathematical Applications or Higher	3
	OAD217 OR OAD104	Office Management OR Advanced Keyboarding	3
	BUS245	Accounting with QuickBooks	3
			Semester 2 Total: 12
<b>Semester 3</b>	ECO231 OR ECO232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS146	Personal Finance	3
	BUS215	Business Communications	3
	BUS285	Principles of Marketing	3
			Semester 3 Total: 12
<b>Semester 4</b>	SPH 106 OR 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	ACT249	Payroll Accounting	3
	BUS275	Principles of Management	3
	OAD138	Records/Information Management	3
			Semester 4 Total: 12
<b>Semester 5</b>	Science/Math Elective	Science/ Math Elective	3-4
	BUS263	The Legal and Social Environment of Business	3
	CIS113	Spreadsheet Software Applications	3
	CIS117	Database Management Software Applications	3
			Semester 5 Total: 12-13
			<b>Program Total: 61-64</b>