

Business Administration – Office Administration Associate in Applied Science

Recommended Course Sequence

(P) = prerequisite

First Semester – Fall

AOT 105	Keyboarding	Credit: 3
AOT 110	Document Formatting	Credit: 3
ENG 101	English Composition I	Credit: 3
REQ GEN	Select from General Education (CPT 101 Recommended)	<u>Credit: 3</u>
		Total: 12

Second Semester - Spring

AOT 134	Office Communications	Credit: 3
CPT 174	Microcomputer Spreadsheets	Credit: 3
CPT 179	Microcomputer Word Processing	Credit: 3
REQ HUM	Select from Humanities	<u>Credit: 3</u>
		Total: 12

Third Semester - Summer

CPT 172	Microcomputer Database	Credit: 3
MAT 120	Probability and Statistics	Credit: 3
or		
MAT 155	Contemporary Mathematics	Credit: 3
MKT 130	Customer Service Principles	Credit: 3
ECO 210	Macroeconomics	Credit: 3
or		
ECO 211	Microeconomics	<u>Credit: 3</u>
		Total: 12

Fourth Semester - Fall

ACC 111	Accounting Concepts	Credit: 3
BUS 121	Business Law I	Credit: 3
CPT 290	Microcomputer Multimedia Concepts and Applications	Credit: 3
OA ELE	Office Administration Elective 1	<u>Credit: 3</u>
		Total: 12

Fifth Semester - Spring

OA ELE	Office Administration Elective 2	Credit: 3
(P)AOT 251	Administrative Systems and Procedures	Credit: 3
CPT 270	Advanced Microcomputer Applications	Credit: 3
MGT 101	Principles of Management	<u>Credit: 3</u>
		Total: 12

Office Administration Electives

AHS 104	Medical Vocabulary/Anatomy	Credit: 3
BUS 101	Introduction to Business	Credit: 3
CWE	Cooperative Work Experience	Credit: 3
LEG 135	Introduction to Law and Ethics	Credit: 3
AOT 252	Medical Systems and Procedures	Credit: 3
BUS 220	Business Ethics	Credit: 3