

**OFFICE ADMINISTRATIVE CAREERS
ADMINISTRATIVE ASSISTANT
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED = 61**

NAME: _____
 First Last

SS#: _____ / _____ / _____

Advanced Credits:
 Transfer Credits _____ Name(s) of transfer college(s) _____
 #CLEP/DANTES _____
 #Credit by Exam _____
 #APL Credits _____
 #Military Credit _____

#A combined maximum of 30 credits may be used to satisfy degree requirements.

Computer Literacy Requirement met by: _____

<u>DEPT. & NO.</u>	<u>TITLE OF COURSE</u>	<u>CREDITS</u>	<u>SEMESTER COMPLETED</u>	<u>TO BE COMPLETED</u>
ACCT 111*	Principles of Accounting I	4	_____	_____
BUS 111	Introduction to Business	3	_____	_____
ECON 111	Economics I	3	_____	_____
ENG 111*	College Composition	3	_____	_____
ENG 112*	Literature and Composition	3	_____	_____
ENG 221*	Managerial Communications	3	_____	_____
MATH 104*	Business Math or higher	3	_____	_____
MGMT 113	Business Law I	3	_____	_____
OAC 111	Keyboarding on Computers	3	_____	_____
OAC 113*	Word Processing with Wordperfect	3	_____	_____
OAC 115*	Professional Typing	3	_____	_____
OAC 118	Gregg Shorthand	3	_____	_____
OAC 120	Microsoft Works on the Macintosh	3	_____	_____
OAC 216*	Machine Transcription	3	_____	_____
OAC 218*	Shorthand Transcription	3	_____	_____
OAC 220*	Secretarial Practice I	3	_____	_____
OAC 221*	Secretarial Practice II	3	_____	_____
OAC 225*	Office Administrative Careers Practicum	3	_____	_____

LIBERAL ARTS & SCIENCES ELECTIVES: (Humanities, Mathematics, Natural Sciences, Social Sciences)

_____	_____	3	_____	_____
_____	_____	3	_____	_____

* Course has a prerequisite. Students should check course description in the catalog or semester class schedule.

DEVELOPMENTAL COURSES COMPLETED:

Writing Workshop _____
 Date

Effective Reading _____
 Date

Basic Math Skills _____
 Date

Other _____
 Date

PROGRAM OF STUDY REVIEWED BY:

 Advisor Date

 Student Date

Graduation Audit Completed by:

 Signature Date