

**OFFICE ADMINISTRATIVE CAREERS
ADMINISTRATIVE ASSISTANT OPTION**
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED = 61 - 62

NAME: _____
First Last

SS#: _____ / _____ / _____

Advanced Credits:

Transfer Credits _____
#CLEP/DANTES _____
#Credit by Exam _____
#APL Credits _____
#Military Credit _____

Name(s) of transfer college(s) _____

#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	_____	_____
CSC 1175	Introduction to Computer Applications	3	_____	_____
ECON 111	Macroeconomics	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 114*	Word Processing Applications I	3	_____	_____
OAC 120	Microsoft Works on the Macintosh	3	_____	_____
OAC 214*	Word Processing Applications II	3	_____	_____
OAC 216*	Machine 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 _____

SCIENCE ELECTIVE _____ 3-4 _____

OPEN ELECTIVE _____ 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 _____

PLAN OF STUDY REVIEWED BY:

Advisor _____ Date _____

Student _____ Date _____

Graduation Audit Completed by:

Signature _____ Date _____