

Model Schedule (Fall 2015)

A.A.S. Business (Office Administration Concentration) 60 Hours



1st Year (1st Semester)

			Prerequisites	Credit Hours	
ACCTG	2201	Principles of Accounting I		3	
ENGL	1104	Written English I	C 71/ENGL 097/ACT 18	3	
INFO	1100	Computer Concepts and Applications		3	
MATH	1104	Mathematics in Business – 3 contact hrs Mathematics in Business – 4 contact hrs	Compass 36/Math 089/ACT 19 Compass 20-35/Math 089/ACT 15-18	3	
OFAD	1100	Keyboarding		3	
				15	

1st Year (2nd Semester)

			Prerequisites	Credit Hours	
ENGL	1108	Written English II	ENGL 1104 – C or better	3	
COMM	2200	Introduction to Human Communication	ENGL 1104 – C or better/ACT 21 V	3	
FINC	2230	Financial Literacy		3	
OFAD	2233	Database Applications		3	
OFAD	2250	Desktop Publishing		3	
				15	

2nd Year (1st Semester)

			Prerequisites	Credit Hours	
BUSN	2251	Corporate Communications	ENGL 1104 – C or better	3	
INFO	2220	Spreadsheet Design		3	
MGMT	2240	Fundamentals of Human Resource Mgmt		3	
OFAD	2232	Word Processing Applications	INFO 1100, OFAD 1100	3	
OFAD	2240	Administration Office Procedures	OFAD 1100 or HLIN 1100 and HLIN 1101	3	
				15	

2nd Year (2nd Semester)

			Prerequisites	Credit Hours	
BUSN	2248	Business Essentials	BUSN 2251	3	
GRAP	2280	Internet Publishing		3	
MGMT	2209	Principles of Management		3	
OFAD	2241	Workplace Productivity	INFO 1100, OFAD 2232	3	
OFAD	2995	Professional Intern & Portfolio Develop.	Instructor Approval	3	
				15	

Total Hours 60

Skill Set Certificate Electives

Administrative Assistant Advanced Skill Set (18 Credit Hours)

● Required Courses:

BUSN 1102	Introduction to Business
INFO 1100	Computer Concepts and Applications
OFAD 1100	Keyboarding

● Computation/Math Skills (Choose one course)

ACCT 2201	Principles of Accounting I
INFO 2220	Spreadsheet Design
Math 1104	Mathematics in Business

● Office Skills (Choose two courses)

Grp 2280	Internet Publishing
OFAD 2232	Word Processing Applications
OFAD 2233	Database Applications
OFAD 2240	Administrative Office Proced.
OFAD 2250	Desktop Publishing

If you have any questions please contact the PC&TC Business Department at 304-367-4221.