

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE MANAGMENT**  
**Associate in Applied Science**  
**2010-2011**

<b>First Term</b>	<b>AOT</b>	<b>GRADE</b>
BUS 100 Introduction to Business	3	_____
CIS 130* Introduction to Information System	3	_____
ENG 101 English Composition I	3	_____
MTH 100 Intermediate College Algebra <b>or</b>		
MTH 246 Mathematics of Finance	3	_____
OAD 101* Beginning Keyboarding	3	_____

<b>Second Term</b>		
BUS 241 Principles of Accounting I	3	_____
ECO 231 Principles of Macroeconomics	3	_____
OAD 103* Intermediate Keyboarding	3	_____
OAD 138 Records/Information Management	3	_____
SPH 107 Fundamentals of Public Speaking	3	_____

<b>Third Term</b>		
BUS 215 Business Communication	3	_____
CIS 196B Commercial Software Appls. - Spreadsheets	3	_____
OAD 125* Word Processing	3	_____
OAD 201 Legal Terminology <b>or</b>		
OAD 211 Medical Terminology	3	_____
Humanities Elective	3	_____
<i>(ART, MUS, THR, IDS, FOR LANG, LIT, HUM)</i>		

<b>Fourth Term</b>		
BUS 263 Legal & Social Environment of Business	3	_____
BUS 275 Principles of Management	3	_____
ECO 232 Principles of Macroeconomics	3	_____
OAD 200 Machine Transcription <b>or</b>		
OAD 202 Legal Transcription <b>or</b>		
OAD 212 Medical Transcription	3	_____
BUS/CIS/OAD Elective	3	_____

<b>Fifth Term</b>		
BUS 276 Human Resource Management	3	_____
CIS 196C Commercial Software		
Appls. – Database Design	3	_____
OAD 203 Legal Office Procedures <b>or</b>		
OAD 214 Medical Office Procedures <b>or</b>		
OAD 218 Office Procedures	3	_____
OAD 233 Trends in Office Technology	3	_____
OAD 230 Desktop Publishing	3	_____

**CREDIT HOUR TOTAL                    75**

*\*CIS 130, OAD 101, and OAD 103 may be challenged.*