

NAME: _____ SS#: _____

DATE: _____

OFFICE MANAGMENT
Associate in Applied Science
2010-2011

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

Second Term

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	_____

Accounting Option

Third Term

BUS 215 Business Communication	3	_____
BUS 242 Principles of Accounting II	3	_____
CIS 196B Commercial Software Appls. - Spreadsheets	3	_____
OAD 125 Word Processing	3	_____
Humanities Elective	3	_____
<i>(ART, MUS, THR, IDS, FOR LANG, LIT, HUM)</i>		

Fourth Term

BUS 248 Managerial Accounting	3	_____
BUS 263 Legal & Social Environment of Business	3	_____
BUS 275 Principles of Management	3	_____
ECO 232 Principles of Microeconomics	3	_____
BUS/CIS/OAD Elective	3	_____

Fifth Term

BUS 276 Human Resource Management	3	_____
CIS 196C Commercial Software		
Appls. – Database Design	3	_____
OAD 203 Legal Office Procedures or		
OAD 214 Medical Office Procedures or		
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.*