## PROGRAM AND AWARD PLANNING FORM

Program: Office Administration-Administrative Professional Option (OAP)

Award: Associate in Applied Science Degree

Catalog: 2016-2017

ORI 107 Student Success 1  Area I: Written Composition 6 **ENG 101 English Composition I 3 ENG 102 English Composition II 3  Area II: Humanities and Fine Arts III	STUDENT NAME_		STUDENT NUMBER			
Area I: Written Composition   6   **ENG 101 English Composition I   3   ENG 102 English Composition II   3    Area II: Humanities and Fine Arts   3   Humanities and Fine Arts Elective: Choose one from among:   3   ENG 251 American Literature I   ENG 252 American Literature II   ENG 262 English Literature II   ENG 262 English Literature II   ENG 262 English Literature II   ART 100 Art Appreciation   MUS 101 Music Appreciation   PHL 106 Introduction to Philosophy   PHL 206 Ethics and Society   REL 100 History of World Religions   REL 151 Survey of the Old Testament   REL 152 Survey of the New Testament   SPA 101 Introductory Spanish I    Area III: Natural Sciences and Mathematics   3   MTH 116 Mathematical Applications   3    Area IV: History, Social and Behavioral Science   ECO 231 Principles of Macroeconomics OR   ECO 232 Principles of Microeconomics   3    Area V: Technical Concentration and Electives   60   CIS 146 Microcomputer Applications   3   CIS 249 Microcomputer Operating Systems   3   OAD 103 Intermediate Keyboarding   3   OAD 104 Advanced Keyboarding   3   OAD 105 Advanced Keyboarding   3   OAD 125 Word Processing   3   OAD 126 Advanced Word Processing   3   OAD 138 Usuiness English   3   OAD 138 Usuiness Communications   3   OAD 139 Caper and Professional Development   3	Semester/Year	Grade	General Education and Core Requirements	HRS		
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	OAD 138 Recor	ds/Information Management	3
	OAD 217 Office	Management	3
	OAD 218 Office	Procedures	3
	OAD ELECTIVES		15
	OAD 110 Comp	uter Navigation	
	OAD 137 Comp	uterized Financial Record Kee	eping
	OAD 200 Mach	ine Transcription	
	OAD 202 Legal	Transcription	
	OAD 203 Legal	Office Procedures	
	OAD 211 Medio	cal Terminology	
	OAD 212 Medio	cal Transcription	
	OAD 214 Medio	cal Office Procedures	
	OAD 215 Healtl	n Information Management	
	OAD 231 Office	Applications	
	OAD 233 Trend	s in Office Technology	
	OAD 242 Office	Internship	
	BUS 263 The Le	gal and Social Environment o	f Business
OAD elective may be sand a working knowled	e required unless student has ha substituted for OAD 101 if the st dge of Microsoft Word or permis re essential for the successful co	udent has two years of high ssion of the instructor.	-
	Total General Education Core Total Technical Concentration Total Semester Credit Hours	16 60 76	
Student's Signature			