

PROGRAM AND AWARD PLANNING FORM

Program: Office Administration-Administrative Professional Option (OAP)
Award: Associate in Applied Science Degree
Catalog: 2016-2017

STUDENT NAME _____ **STUDENT NUMBER** _____

Semester/Year	Grade	General Education and Core Requirements	HRS
_____	_____	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	3
_____	_____	Humanities and Fine Arts Elective: Choose one from among:	3
		ENG 251 American Literature I	
		ENG 252 American Literature II	
		ENG 261 English Literature I	
		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	3
_____	_____	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 101 Beginning Keyboarding	3
_____	_____	OAD 103 Intermediate Keyboarding	3
_____	_____	OAD 104 Advanced Keyboarding	3
_____	_____	OAD 125 Word Processing	3
_____	_____	OAD 126 Advanced Word Processing	3
_____	_____	OAD 130 Electronic Calculations	3
_____	_____	OAD 131 Business English	3
_____	_____	OAD 133 Business Communications	3
_____	_____	OAD 134 Career and Professional Development	3
_____	_____	OAD 135 Financial Record Keeping	3

_____	_____	OAD 138 Records/Information Management	3
_____	_____	OAD 217 Office Management	3
_____	_____	OAD 218 Office Procedures	3
_____	_____	OAD ELECTIVES	15
		OAD 110 Computer Navigation	
		OAD 137 Computerized Financial Record Keeping	
		OAD 200 Machine Transcription	
		OAD 202 Legal Transcription	
		OAD 203 Legal Office Procedures	
		OAD 211 Medical Terminology	
		OAD 212 Medical Transcription	
		OAD 214 Medical Office Procedures	
		OAD 215 Health Information Management	
		OAD 231 Office Applications	
		OAD 233 Trends in Office Technology	
		OAD 242 Office Internship	
		BUS 263 The Legal and Social Environment of Business	

*** OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if the student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of the instructor.**

****Keyboarding skills are essential for the successful completion of English 101.**

_____	Total General Education Core	16
_____	Total Technical Concentration	60
_____	Total Semester Credit Hours	76

Student's Signature

Date

Advisor Signature

Date