

**PROGRAM AND AWARD PLANNING FORM**

**Program: Office Administration (OAD)**  
**Award: Career Certificate**  
**Catalog: 2016-2017**

**STUDENT NAME** \_\_\_\_\_ **STUDENT NUMBER** \_\_\_\_\_

<b>Semester/Year</b>	<b>Grade</b>	<b>General Education Requirements</b>	<b>HRS</b>
_____	_____	ORI 107 Student Success	1
_____	_____	**ENG 101 English Composition I	3
_____	_____	MTH 116 Mathematical Applications	3
		<b>Total General Education Requirements</b>	<b>7</b>
		<b>Major Requirements</b>	
_____	_____	*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 Electronics 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
_____	_____	<b>OAD Electives: Choose three from among:</b>	<b>9</b>
		OAD 110,137,200,202,203,211,212,214,215,231,233, 242, and BUS 263	
		<b>Total Major Requirements</b>	<b>39</b>

**\*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 had two years high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.**

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

**Total Semester Credit Hours            55**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date