

Office Administrative Assistant Certificate
General Education Requirements
Professional English, Business English, Writing for the Workplace, or Composition I
Microcomputer Office Applications I
Business Math, Tech Math II, Intermediate Algebra, College Math, or College Algebra
Total Required General Education – 9 credit hours
Major Course Requirements – Choose 23 credit hours from the following list:
Introduction to Accounting
Accounting I
Office Procedures
Intro to Business
Personal Finance
Business Communications
Microcomputer Office Applications II
Accounting I, Accounting II, Computerized Accounting, or Advanced Computer Applications
OWE I & OWE II
Total Required Credit Hours - 32 hours

Associate of General Studies Business

General Education Requirements
Composition I
Speech Communications or Bus Communications
College Math, Tech Math II or higher
Social & Behavioral Science (3 credits)
Humanities (3 credits)
Concepts of Physical Health
Activity Class
Microcomputer Office Apps I
Total Required General Ed Credit Hours21 hours
Major Course Requirements (min 24 credits)
Intro To Business
Personal Finance
Web Page Design
Human Relations
Microcomputer Office Apps. II
Intro to Accounting
Accounting I
Accounting II
Computerized Accounting
Business Communications
Macroeconomics
Microeconomics
Other ACC, BUS, CSC classes as per advisor
Total Electives.....24 hours
Total Required Credit Hours..... 64 hours

Office Administrative Assistant Associate in Applied Science
General Education Requirements
Professional English, Business English, Writing for the Workplace, or Composition I
Microcomputer Office Applications I
Business Math, Tech Math II, Intermediate Algebra, College Math, or College Algebra
Concepts of Physical Health
Public Speaking or Speech
General Psychology
Total Required General Education – 17 credit hours
Major Course Requirements:
Accounting I
Office Procedures
Intro to Business
Personal Finance
Macroeconomics or Microeconomics
Human Relations
Total Required – 18 credit hours
Major Course Electives – Choose 29 credit hours from the following list:
Introduction to Accounting
Business Communications
Microcomputer Office Applications II
Accounting II
OWE I, II, III, & IV
Computerized Accounting
Web Page Design
Business Ethics
Advanced Computer Applications
Advanced Web Design
Administrative Procedures
Microeconomics or Macroeconomics
Total Required Credit Hours - 64 hours

ACCOUNTING
Associate in Science

General Education Requirement (46 credits)
Composition I
Speech Communications
General Biology w/Lab
Concepts of Physical Health
Activities Elective (HPR prefix)
Composition II
College Algebra
General Psychology (social science elective)
Microcomputer Office Applications I
Physical Science w/Lab
Principles of Macroeconomics (social science elective)
Humanities Elective
Principles of Microeconomics (social science elective)
Humanities Elective
Humanities Elective
Major Course Requirement (12 credits)
Accounting I
Accounting II
Computerized Accounting
Business Communications
Other Electives (Or other approved business elective)
Microcomputer Office Apps II
Managerial Accounting
Statistics
Analytical Geometry & Calculus
Intro to Accounting
Personal Finance
Human Relations
Web Page Design
Advanced Web Page Design
Intro to Business
Total Required Credit Hours 64 hours

BUSINESS ADMINISTRATION
Associate in Science

General Education Requirement (46 credits)
Composition I
Speech Communications
General Biology w/Lab
Concepts of Physical Health
Activities Course
Composition II
College Algebra
General Psychology (social science elective)
Microcomputer Office Applications I
Physical Science w/Lab
Principles of Macro-Economics (social science elective)
Humanities
Principles of Micro-Economics (social science elective)
Humanities
Humanities
Major Course Requirement (12 credits)
Accounting I
Accounting II
Introduction to Business
Business Communications
Other Electives (Or other approved business elective)
Microcomputer Office Apps II
Managerial Accounting
Statistics
Analytical Geometry & Calculus
Intro to Accounting
Personal Finance
Human Relations
Web Page Design
Advanced Web Page Design
Computerized Accounting
Total Required Credit Hours 64 hours