



**OFFICE ADMINISTRATION - Administrative Emphasis**

60 hours

**Recommended Sequence**

**FIRST YEAR – FIRST TRIMESTER**

BU 100	Introduction to Business	3	
BU 115	Business Mathematical Applications <b>OR</b>		
MT 123	Intermediate Algebra	3	
EN 101	English Composition I	3	
<sup>1</sup> OA 104	Document Processing II	3	
OA 140	Office Administrative Procedures	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**FIRST YEAR – SECOND TRIMESTER**

AC 111	Principles of Accounting I	3	
BU 120	Business Software Applications	3	
OA 135	Document Processing Simulation	3	
OA 131	Records Management	3	
SP 103	Speech Fundamentals	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**SECOND YEAR – FIRST TRIMESTER**

AC 250	Computerized Accounting	3	
BU 205	Communications in Business	3	
EC 241	Principles of Economics I	3	
OA 130	Administrative Machine Transcription	3	
	Program Restricted Elective	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**SECOND YEAR – SECOND TRIMESTER**

EC 242	Principles of Economics II	3	
OA 220	Administrative Management	3	
PY 201	General Psychology <b>OR</b>		
SO 200	Introduction to Sociology <b>OR</b>		
SO 215	Human Relations	3	
	Program Restricted Electives	<u>6</u>	
	<b>Total Trimester Hours</b>		<b>15</b>
	<b>TOTAL PROGRAM HOURS</b>		<b>60</b>

<sup>1</sup>OA 103 **or** previous Keyboarding formal instruction required.

Program restricted electives may be any AC, BU, EC, FN, MG, MK, or OA class not a program requirement.



**OFFICE ADMINISTRATION - Legal Emphasis**

60 hours

**Recommended Sequence**

**FIRST YEAR – FIRST TRIMESTER**

BU 100	Introduction to Business	3	
BU 115	Business Mathematical Applications <b>OR</b>		
MT 123	Intermediate Algebra	3	
EN 101	English Composition I	3	
<sup>1</sup> OA 104	Document Processing II	3	
OA 143	Legal Office Procedures	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**FIRST YEAR – SECOND TRIMESTER**

AC 111	Principles of Accounting I	3	
BU 120	Business Software Applications	3	
OA 131	Records Management	3	
OA 135	Document Processing Simulation	3	
SP 103	Speech Fundamentals	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**SECOND YEAR – FIRST TRIMESTER**

AC 250	Computerized Accounting	3	
BU 205	Communications in Business	3	
BU 207	Business Law	3	
EC 241	Principles of Economics I	3	
OA 133	Legal Terminology and Transcription	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**SECOND YEAR – SECOND TRIMESTER**

EC 242	Principles of Economics II	3	
OA 220	Administrative Management	3	
OA 235	Legal Research	3	
PY 201	General Psychology <b>OR</b>		
SO 200	Introduction to Sociology <b>OR</b>		
SO 215	Human Relations	3	
	Program Restricted Elective	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>
	<b>TOTAL PROGRAM HOURS</b>		<b>60</b>

<sup>1</sup>OA 103 or previous Keyboarding formal instruction required.  
 Program restricted electives may be any AC, BU, EC, FN, MG, MK, or OA class not a program requirement.



OFFICE ADMINISTRATION – Medical Emphasis

60 hours

**Recommended Sequence**

**FIRST YEAR – FIRST TRIMESTER**

BU 100	Introduction to Business	3	
BU 115	Business Mathematical Applications <b>OR</b>		
MT 123	Intermediate Algebra	3	
EN 101	English Composition I	3	
<sup>1</sup> OA 104	Document Processing II	3	
OA 145	Medical Office Procedures	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**FIRST YEAR – SECOND TRIMESTER**

AC 111	Principles of Accounting I	3	
AH 108	Medical Terminology	2	
BU 120	Business Software Applications	3	
OA 131	Records Management	3	
OA 135	Document Processing Simulation	3	
	Elective	<u>1</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**SECOND YEAR – FIRST TRIMESTER**

AC 250	Computerized Accounting	3	
BS 115	Human Biology	3	
BU 205	Communications in Business	3	
EC 241	Principles of Economics I	3	
OA 129	Medical Terminology and Transcription	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>

**SECOND YEAR – SECOND TRIMESTER**

EC 242	Principles of Economics II	3	
OA 220	Administrative Management	3	
OA 230	Medical Billing and Coding	3	
PY 201	General Psychology <b>OR</b>		
SO 200	Introduction to Sociology <b>OR</b>		
SO 215	Human Relations	3	
SP 103	Speech Fundamentals	<u>3</u>	
	<b>Total Trimester Hours</b>		<b>15</b>
	<b>TOTAL PROGRAM HOURS</b>		<b>60</b>

<sup>1</sup>OA 103 or previous Keyboarding formal instruction required.



Program restricted electives may be any AC, BU, EC, FN, MG, MK, or OA class not a program requirement.