

Office Management & Administration, A.A.S.

Fall 2010

Student's Name:

Advisor's Name:

Student needs to take the following courses:

- ENGL 099 - Basic Writing Skills
 MATH 090 - Developmental Math
 MATH 095 - Beginning Algebra
 RDNG 099 - Reading & Vocabulary Skills Development
 RDNG 116 - College Reading and Study Skills
Other Coursework Needed - See Below

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BUAD 104	Business Mathematics	3			
ECON 101 OR PSYC 103	Introduction to Economics OR Introduction to Psychology	3			
ENGL 100	Academic Writing I*	3	C		
HLTH 126 OR HLTH 206	Health and Fitness OR Personal Health	1-3			
OFFC 101	College Keyboarding & Document Processing	3	C		
Science Elective		3-4			
Total Credits		16-19			
SPRING					
ACCT 101	Principles of Accounting I	4			
ENGL 101	Academic Writing II	3	C		
Humanities Elective (SPAN 101 recommended)		3-4			
OFFC 110	Word Processing for Computers Using Microsoft Word	4	C		
Total Credits		14-15			
SECOND YEAR					
FALL					
BUAD 203	Business Communications	3			
BUAD 212	Quality Customer Service	3			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
FITN Elective		1			
OFFC 203	Administrative/Automated Office Procedures	4	C		
OFFC 211	Intermediate College Keyboarding & Document Processing	3	C		
Total Credits		17			
SPRING					
BUAD 208	Principles of Management	3			
CAPS 141	Presentation Software	1			
ENGL 201 OR ENGL 204	Fundamentals of Speech OR Fundamentals of Interpersonal Communication	3	C		
MATH Elective		3-4			
OFFC 221	Advanced College Keyboard & Document Processing	3	C		
OFFC 230	Office Management & Administration Internship	3	C		
Total Credits		16-17			

Semester Credits Required for Graduation: 63-68

See back page for SUNY General Education and Liberal Arts & Sciences Disciplines/Courses

A "C" or better grade is required in OFFC 101, OFFC 110, OFFC 203, OFFC 211, OFFC 221, OFFC 230, ENGL 100, ENGL 101, and ENGL 201 or ENGL 204.

* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.