

Name: _____

Advisor: Mrs. Sally McFarling / Miss Karis Cole

Entered: _____ Total Credits: 0 /70

Major: Office Administration (Associate of Arts)

Course Requirements

First Year – Fall Semester

| | | |
|----------|-----------------|---|
| _____ | 3 B-RE 101 | Introduction to Bible Study |
| _____ | 3 G-CO 101 | English Composition I |
| _____ | 2 G-HU 101 | Music Appreciation |
| _____ | 3 G-SS 101 | The Family |
| _____ | 3 M-ME 101 | Introduction to Missions and Evangelism |
| _____ | 3 M-OA 103 | Intermediate Keyboarding |
| <u>0</u> | 17 Total | |

Second Year – Fall Semester

| | | |
|----------|-----------------|--|
| _____ | 3 B-SU 101 | Old Testament Law, History, and Poetry |
| _____ | 3 M-LC 421 | Mentoring Women |
| _____ | 3 M-OA 201 | Office Procedures |
| _____ | 3 M-OA 203 | Computer Applications |
| _____ | 3 M-OA 205 | Accounting I |
| _____ | 2 M-OA 210 | Machine Transcription |
| <u>0</u> | 17 Total | |

First Year – Spring Semester

| | | |
|----------|-----------------|-------------------------------------|
| _____ | 3 B-SU 104 | New Testament Survey |
| _____ | 3 G-CO 102 | English Composition II |
| _____ | 3 G-SS 102 | Intro. to Psychology and Counseling |
| _____ | 3 M-OA 104 | Advanced Keyboarding |
| _____ | 3 M-OA 106 | Business Communication |
| _____ | 3 T-SY 102 | Bible Doctrine Survey |
| <u>0</u> | 18 Total | |

Second Year – Spring Semester

| | | |
|----------|-----------------|----------------------------------|
| _____ | 3 B-SU 102 | Old Testament Prophets |
| _____ | 3 G-HU 204 | Contemporary Ethics |
| _____ | 1 M-MU 336 | Biblical Philosophy of Music |
| _____ | 3 M-OA 200 | Office Administration Internship |
| _____ | 3 M-OA 204 | Advanced Computer Applications |
| _____ | 3 M-OA 206 | Accounting II |
| _____ | 2 _____ | Elective _____ |
| <u>0</u> | 18 Total | |

Students must maintain a B- (2.7) GPA in Office Administration courses.