



Name: \_\_\_\_\_

Advisor: 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
- \_\_\_\_ 0 G-FR 101 Freshman Orientation
- \_\_\_\_ 3 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
- 0 **18 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
- 0 **18 Total**

**Second Year – Fall Semester**

- \_\_\_\_ 3 B-SU 101 Old Testament Law, History, and Poetry
- \_\_\_\_ 3 M-LC 321 Women's Ministry Foundations
- \_\_\_\_ 3 M-OA 201 Office Procedures
- \_\_\_\_ 3 M-OA 203 Computer Applications
- \_\_\_\_ 3 M-OA 205 Accounting I
- \_\_\_\_ 2 M-OA 213 Event Planning
- 0 **17 Total**

**Second Year – Spring Semester**

- \_\_\_\_ 3 B-SU 102 Old Testament Prophets
- \_\_\_\_ 3 G-HU 204 Contemporary Ethics
- \_\_\_\_ 3 M-OA 200 Office Administration Internship
- \_\_\_\_ 3 M-OA 204 Advanced Computer Applications
- \_\_\_\_ 3 M-OA 206 Accounting II
- \_\_\_\_ 2 \_\_\_\_\_ Elective \_\_\_\_\_
- 0 **17 Total**

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

0 **Total Extra Credits**