

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	Introduction to Word
_____	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	Intermediate Word
_____	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 I
_____	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	Computer Applications II
_____	3	M-OA 206	Accounting II
_____	2	_____	Elective _____
_____	0	17 Total	

*May substitute M-LC 203 Foundations of Biblical Counseling
Students must maintain a B- (2.7) GPA in Office Administration courses.

_____ **0 Total Extra Credits**