

**OFFICE ADMINISTRATION (OAD) PROGRAM  
INFORMATION PROCESSING OPTION**

**CIP: 52.0401**

**Associate in Applied Science (AAS) Degree  
Standard Certificate (CER)**

The Information Processing Option is designed to prepare graduates to be secretaries or administrative assistants. There are secretarial openings available in virtually every phase of commerce. Secretaries and administrative assistants work in banks, insurance companies, wholesale and retail establishments, educational institutions, and government organizations as well as the professional offices of doctors, lawyers and accountants. In order to properly prepare for these positions, the microcomputer is incorporated into the legal and medical transcription classes. The student must demonstrate ability in transcribing letters, memorandums, and reports. Other skills such as the ability to spell, punctuate, use correct grammar, compose routine letters, and operate the microcomputer are also emphasized. Completion of this program will enable a student to efficiently handle all common office procedures.

The student must have a "C" average or better in all OAD, BUS, and CIS courses credited toward a certificate or degree and a 2.0 cumulative grade point average in all courses attempted at the college.

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**Associate in Applied Science (AAS) Degree Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area*</b> .....	<b>SH</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
Oral Communications .....	3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking	
<b>Humanities</b> (Choose <b>one</b> of the following) .....	<b>3</b>
ART 100 Art Appreciation	
MUS 101 Music Appreciation	
PHL 206 Ethics in Society	
REL 151 Survey of the Old Testament	
REL 152 Survey of the New Testament	
THR 120 Theater Appreciation	
<b>Area III: Natural Sciences &amp; Math</b> .....	<b>3</b>
MTH 116 Mathematical Applications.....	3
<b>Area IV: History, Social and Behavioral Sciences</b> .....	<b>3</b>
<i>Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:</i>	
GEO 100 World Regional Geography.....	3
HIS 101 Western Civilization I.....	3
HIS 201 U.S. History I .....	3
HIS 256 Afro-American History .....	3
POL 211 American National Government.....	3
POL 220 State and Local Government .....	3
PSY 200 General Psychology .....	3
SOC 200 Introduction to Sociology .....	3
ECO 231 Principles of Macroeconomics .....	3
ECO 232 Principles of Microeconomics .....	3
<b>Area V: Additional General Education Courses, Major Courses and Electives</b> .....	<b>53</b>
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 263 Legal & Social Environment of Business.....	3
CIS 130 Introduction to Information Systems.....	3
CIS 146 Microcomputer Applications.....	3
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding*.....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word* .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 137 Computerized Financial Recordkeeping .....	3
OAD 138 Records & Information Management .....	3
OAD 200 Machine Transcription* .....	3
OAD 202 Legal Transcription*.....	3
OAD 214 Medical Office Procedures*.....	3
OAD 218 Office Procedures* .....	3
ORI 101 Orientation to College .....	2
<b>Total SH Required for the AAS degree</b> .....	<b>68</b>

\* Two hours of outside lab work required per week.

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**Associate in Applied Science (AAS) Degree Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
BUS 241	Principles of Accounting I	3	0	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

**Semester Total = 14 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3
BUS 242	Principles of Accounting II	3	0	3
BUS 263	Legal & Social Environment of Business	3	0	3
	<b>CIS Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

<b>Prefix #</b>	<b>First Year – Summer</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ENG 101	English Composition	3	0	3
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 133	Business Communications*	3	0	3
	<b>Social Science Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 214	Medical Office Procedures*	3	0	3
OAD 218	Office Procedures*	3	0	3
SPH 106	Fundamentals of Oral Communication	3	0	3
	<b>Humanities or Fine Arts Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 200	Machine Transcription*	3	0	3
OAD 202	Legal Transcription*	3	0	3
MTH 116	Mathematical Applications	3	0	3
	<b>CIS Elective</b>	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

**AAS Degree Program Total = 68 SH**

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**Standard Certificate (CER) Course Requirements by Academic Area**

<b>Minimum Semester Hour Distribution Requirements by Academic Area.....</b>	<b>SH</b>
<b>Area I: Written Composition.....</b>	<b>3</b>
ENG 101 English Composition I.....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>0</b>
<b>Area III: Natural Sciences &amp; Mathematics .....</b>	<b>3</b>
MTH 116 Mathematical Applications (or higher level math).....	3
<b>Area IV: History, Social and Behavioral Sciences .....</b>	<b>0</b>
<b>Area V: Additional General Education Courses, Major Courses and Electives .....</b>	<b>47</b>
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 263 Legal & Social Environment of Business.....	3
OAD 101 Beginning Keyboarding* .....	3
OAD 103 Intermediate Keyboarding* .....	3
OAD 125 Microsoft Word* .....	3
OAD 126 Advanced Microsoft Word* .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications.....	3
OAD 137 Computerized Financial Recordkeeping .....	3
OAD 138 Records/Information Management.....	3
OAD 200 Machine Transcription* .....	3
OAD 202 Legal Transcription.....	3
OAD 214 Medical Office Procedures*.....	3
OAD 218 Office Procedures w/lab* .....	3
ORI 101 Orientation to College .....	2
<b>Total SH Required for the Standard Certificate.....</b>	<b>53</b>

*\* Two hours of outside lab work required per week.*

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Standard Certificate (CER) Curriculum Display by Semester**

<b>Prefix #</b>	<b>First Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
BUS 241	Principles of Accounting I	3	0	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

**Semester Total = 14 SH**

<b>Prefix #</b>	<b>First Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3
BUS 242	Principles of Accounting II*	3	0	3
OAD 201	Legal Terminology	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Fall</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
ENG 101	English Composition	3	0	3
OAD 133	Business Communications*	3	0	3
OAD 214	Medical Office Procedures*	3	0	3
OAD 218	Office Procedures*	3	0	3

\*Prerequisite Required

**Semester Total = 12 SH**

<b>Prefix #</b>	<b>Second Year – Spring</b>	<b>Theory</b>	<b>Lab</b>	<b>Sem. Hrs.</b>
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 200	Machine Transcription*	3	0	3
OAD 202	Legal Transcription*	3	0	3
MTH 116	Mathematical Applications	3	0	3

\*Prerequisite Required

**Semester Total = 15 SH**

**Certificate Program Total = 53 SH**