



Academic Map



Associate in Applied Science - Office Administration (Information Processing Option)

The Associate in Applied Science Degree in Office Administration is designed to provide students with a terminal degree in a career program

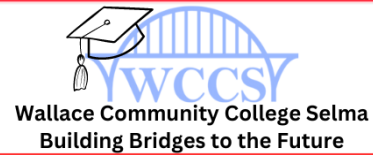
SEMESTER 1 – FALL	CREDITS	MILESTONE	COMPLETED	SEMESTER 2 – SPRING	CREDITS	MILESTONE	COMPLETED
BUS 241 – Principles of Accounting I	3		<input type="checkbox"/>	BUS 242 – Principles of Accounting II*	3		<input type="checkbox"/>
OAD 101 – Beginning Keyboarding	3		<input type="checkbox"/>	BUS 263 – Legal and Social Environment of Business	3		<input type="checkbox"/>
OAD 131 – Business English	3		<input type="checkbox"/>	MTH 116 – Mathematical Applications*	3		<input type="checkbox"/>
OAD 138 – Records Management	3		<input type="checkbox"/>	OAD 103 – Intermediate Keyboarding*	3		<input type="checkbox"/>
ORI 101 – Orientation to College	2		<input type="checkbox"/>	OAD 125 – Word Processing (Microsoft Word)*	3		<input type="checkbox"/>
Total Credits	14			Total Credits	15		
SEMESTER 3 – Summer 1	CREDITS	MILESTONE	COMPLETED				
CIS Elective	3						
CIS Elective	3						
ECO 232 – Social Science Elective	3						
Total Credits	9						
SEMESTER 4 – Fall 2	CREDITS	MILESTONE	COMPLETED	SEMESTER 5 – Spring 2	CREDITS	MILESTONE	COMPLETED
ENG 101 – English Composition	3		<input type="checkbox"/>	OAD 137 – Computerized Financial Recordkeeping (Quickbooks)*	3		<input type="checkbox"/>
OAD 126 – Advanced Word Processing (Microsoft Word)*	3		<input type="checkbox"/>	OAD 200 – Machine Transcription* (1 st Mini Session)	3		<input type="checkbox"/>
OAD 133 – Business Communications*	3		<input type="checkbox"/>	OAD 202 – Legal Transcription* (2 nd Mini Session)	3		<input type="checkbox"/>
OAD 218 – Office Procedures*	3		<input type="checkbox"/>	SPH 106 – Fundamentals of Oral Communication	3		<input type="checkbox"/>
OAD 214 – Medical Office Procedures*	3		<input type="checkbox"/>	MUS 101 - Humanities or Fine Arts Elective	3		<input type="checkbox"/>
Total Credits	15			Total Credits	15		
				Degree Program Total = 68 SH			















*Prerequisite Required

Academic map is just an unofficial guide; check with your advisor to make the final decision about your class selection.



Academic Map



Year 1	Year 2
 <p>Be certain to frequently communicate with your advisor or coach. Your coach is located in the Student Success Center.</p>	 <p>Get ahead by taking classes during the summer semester.</p>
 <p>Time management and discipline are important factors to being successful in college. Schedule time to study and stick to the schedule.</p>	 <p>Know what you need to do to keep your financial aid and/or scholarship. Contact financial aid at (334) 876-9296.</p>
 <p>Do not forget to order your books and access codes by the deadline. To access Patriot Backpack, click here. You will need your books to be successful in your class. Do not forget to pick-up your hard copy books from bookstore or have them ship to you. If you did not opt out of the WCCS backpack program, do not use the trial version of your access codes.</p>	 <p>Are you on track to completing your degree? Check your degree works to determine how much more you need to complete your degree. Also, speak with an advisor. Remember that dropping and failing classes can put you behind.</p>
 <p>Become familiar with your support resources by clicking here. The College offers free 24 hours 7 days a week tutorial services online through Bartleby in Canvas. In-person tutorial services are also available in Student Services. To receive in-person tutorial services call (334) 876-9262. Your instructor is also available to provide additional assistance.</p>	 <p>Build relationships with instructors or staff who can serve as a future reference on your employment applications by taking advantage of office hours or by attending extra-curriculum activities.</p>
 <p>Are you planning to transfer to a university? Do not forget to complete your transfer agreement no later than the first semester through Alabama Transfer. Contact your coach for more information.</p>	 <p>Be certain to continue to frequently communicate with your advisor or coach.</p>
 <p>Are you on track to completing your certificate or Associate Degree on time? In order to finish on time, try to take 15 credit hours per semester --- 15 to finish.</p>	 <p>If you are planning to transfer, Student Support Services is an excellent resource to assist you with your transfer. You can contact SSS by calling (334) 876-9262.</p>
 <p>Do not forget to apply for financial aid for the next year which begins the Fall semester.</p>	 <p>If you planning to go directly into work after completing your degree, begin seeking employment opportunities and know the requirements for the job. Contact our workforce development department at (334) 876-9389 to receive additional soft skills training and certifications.</p>