



## Administrative Assistant Completion Outline

(Recommended Order—Schedule assumes student begins in Fall semester.)

### 1<sup>st</sup> Semester

		<b>Semester Offered</b>
_____ CIS 146	Microcomputer Applications	Fall, Spring, Summer
_____ ENG 101	English 101	Fall, Spring, Summer
_____ OAD 101	Beginning Keyboarding†	Fall, Spring, Summer
_____ OAD 110	Navigating Windows††	Fall, Spring, Summer
_____ OAD 138	Records & Information Management	Fall
_____ ORI 101 or 103	Orientation	Fall, Spring, Summer

### 2<sup>nd</sup> Semester

_____ OAD 103	Intermediate Keyboarding	Fall, Spring, Summer
_____ OAD 125	Microsoft Word	Fall, Spring, Summer
_____ OAD 243	Microsoft Excel	Fall, Spring, Summer
_____ MTH 116 or 100	Mathematical Applications†††	Fall, Spring, Summer
_____ _____	History, Social Science Elective	Fall, Spring, Summer

### Summer I Course(s)

_____ OAD 231	Office Applications	Summer
_____ OAD 246	Office Graphics & Presentations	Summer
_____ _____	Humanities/Fine Arts Elective	Fall, Spring, Summer

### 3<sup>rd</sup> Semester

_____ BUS 241	Principles of Accounting I	Fall, Spring, Summer
_____ OAD 233	Trends in Office Technology	Fall
_____ OAD 244	Microsoft Access	Fall, Spring
_____ _____	ENG 102 or SPH 106	Fall, Spring, Summer
_____ _____	Natural Science or Mathematics Elective	Fall, Spring, Summer

### 4<sup>th</sup> Semester

_____ BUS 215	Business Communications	Spring
_____ OAD 126	Microsoft Word II	Spring
_____ OAD 137	Electronic Financial Recordkeeping	Spring
_____ OAD 218	Office Procedures	Spring
_____ OAD 247	Microsoft Excel II	Spring

**Summer II Course(s)      May opt to take one or more of above courses here.**

- † Beginning Keyboarding is required for students with keyboarding speed of less than 40 wpm.
- †† Navigating Windows is required for students without basic computer skills.
- ††† MTH 116 not offered online.