

OFFICE ADMINISTRATION

JCJC CURRICULUM SHEET

The Office Administration major will provide students with the skills required to enter the job market with an Associate of Arts Degree and/or to transfer to a senior institution to pursue a bachelor's degree.

Students who have not taken high school typewriting/keyboarding, must enroll in BOA 1413 prior to taking BOA 2533 or BAD 2533.

FRESHMAN YEAR

ENGLISH COMPOSITION (6 HRS)

ENG 1113 English Comp. I 3
ENG 1123 English Comp. II 3

HUMANITIES (Select 3 HRS)

HIS 1113 Western Civ. I 3
HIS 2213 American History I 3

SOCIAL SCIENCE (6 HRS)

PSY 1513 General Psychology 3
PSC 1113 Am. Nat. Govt. 3

MATH (3 HRS)

MAT 1313 College Algebra 3

LAB SCIENCE (Select 8 HRS)

BIO 1134 General Biology I 4
BIO 1144 General Biology II 4
PHY 2244 Physical Science I 4
PHY 2254 Physical Science II 4
CHE 1114 Basic Chemistry 4
CHE 1214 General Chemistry I 4
CHE 1224 General Chemistry II 4

BUSINESS COURSES (9 HRS)

BAD 1113 Intro. to Business 3
or BAD 1213 Intro to International Bus 3
*BOA 2533 Word Processing 3
BAD 2533 Bus & Micros 3

SOPHOMORE YEAR

HUMANITIES (Select 3 HRS)

ENG 2323 English Literature I 3
ENG 2413 World Lit. 3

FINE ARTS (3 HRS)

ART 1113 Art Appreciation 3
MUS 1113 Music Appreciation 3

SOCIAL SCIENCE (3 HRS)

ECO 2123 Economics I 3

SPEECH (3 HRS)

SPT 1113 Speech 3

BUSINESS COURSES (21 HRS)

ACC 1213 Accounting I 3
ACC 1223 Accounting II 3
BAD 2413 Legal Envir. of Business 3
BOA 2713 Spreadsheet Applications 3
BOA 2613 Business Communications 3
BOA 2413 Office Procedures 3
CSC 1123 Adv. Comp. Concepts (Internet Apps) 3

6/02

Students without an adequate high school math background, which includes a minimum of Algebra II, should enroll in a preparatory math course, such as Basic Math, Beginning Algebra or Intermediate Algebra, prior to College Algebra. Preparatory math courses will not transfer to other institutions.

Students should plan to complete no more than half of the hours required for a bachelor's degree prior to transferring to the senior institution. The student should consult the catalog of the senior institution for specific admissions procedures and other details concerning the program of study.

This CHECK SHEET should be used to keep a careful record of grades for each of the courses and should be presented to the student's advisor for planning the schedule of courses each semester at JCJC.