

## Office Administration Associate in Applied Science Degree

This degree is designed for students who wish to seek employment upon completing the prescribed curriculum. However, many of these courses may be used in transfer to four-year institutions with business programs.

### Accounting Option 520401 OAO

Available: Phil Campbell and Shoals Campuses  
Advisors: K. Swinney (6254/5235) [kswinney@nwsc.edu](mailto:kswinney@nwsc.edu)  
T. McClinton (5212) [mcclinton@nwsc.edu](mailto:mcclinton@nwsc.edu)  
D. South (5211) [dsouth@nwsc.edu](mailto:dsouth@nwsc.edu)

**Entering students are required to complete ORI 101.  
Transfer students are exempt from this requirement.**

General Education Requirements	Semester Hours
CIS 146 Microcomputer Applications .....	3
OAD 110 Computer Navigation or CIS 249 Microcomputer Operating systems .....	3
ECO 231 Principles of Macroeconomics or ECO 232 Principles of Microeconomics .....	3
***ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
MTH 116 Mathematical Applications .....	3
Humanities or Fine Arts Elective .....	3
<b>Total General Education Requirements .....</b>	<b>21</b>

#### Major Requirements

ACT 249 Payroll Accounting .....	3
**BUS 241 Principles of Accounting I or ACT 141 Basic Accounting Principles .....	3
BUS 242 Principles of Accounting II or ACT 142 Advanced Accounting Principles .....	3
*OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 104 Advanced Keyboarding .....	3
OAD 126 Advanced Word Processing .....	3
OAD 130 Electronic Calculations .....	3
OAD 133 Business Communications .....	3
OAD 134 Career and Professional Development .....	3
OAD 135 Financial Record Keeping .....	3
OAD 138 Records/Information Management .....	3
OAD 217 Office Management .....	3
OAD 218 Office Procedures .....	3
<b>Total Major Requirements .....</b>	<b>42</b>

#### OAD Electives

Choose four courses from among:  
OAD 125, 131, 200, 231, 233, 242 .....

**Total Semester Credit Hours .....** 75

\*OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

\*\*Prerequisite OAD 135.

\*\*\*Keyboarding skills are essential for the successful completion of English 101.

## Administrative Professional Option 520401 OAP

Available: Phil Campbell and Shoals Campuses  
Advisors: K. Swinney (6254/5235) [kswinney@nwsc.edu](mailto:kswinney@nwsc.edu)  
T. McClinton (5212) [mcclinton@nwsc.edu](mailto:mcclinton@nwsc.edu)  
D. South (5211) [dsouth@nwsc.edu](mailto:dsouth@nwsc.edu)

**Entering students are required to complete ORI 101.  
Transfer students are exempt from this requirement.**

General Education Requirements	Semester Hours
CIS 146 Microcomputer Applications .....	3
OAD 110 Computer Navigation or CIS 249 Microcomputer Operating systems .....	3
ECO 231 Principles of Macroeconomics or ECO 232 Principles of Microeconomics .....	3
**ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
MTH 116 Mathematical Applications .....	3
Humanities or Fine Arts Elective .....	3
<b>Total General Education Requirements .....</b>	<b>21</b>

#### Major Requirements

*OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 104 Advanced Keyboarding .....	3
OAD 125 Word Processing .....	3
OAD 126 Advanced Word Processing .....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications .....	3
OAD 134 Career and Professional Development .....	3
OAD 135 Financial Record Keeping .....	3
OAD 138 Records/Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 217 Office Management .....	3
OAD 218 Office Procedures .....	3
<b>Total Major Requirements .....</b>	<b>42</b>

#### OAD Electives

Choose four courses from among:  
OAD 110, 202, 203, 211, 212, 214, 231,  
233, 242, BUS 263 .....

**Total Semester Credit Hours .....** 75

\*OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

\*\*Keyboarding skills are essential for the successful completion of English 101.

**Clerical Option 520401 OCO**

Available: Phil Campbell and Shoals Campuses  
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 T. McClinton (5212) [mcclinton@nwscc.edu](mailto:mcclinton@nwscc.edu)  
 D. South (5211) [dsouth@nwscc.edu](mailto:dsouth@nwscc.edu)

**Entering students are required to complete ORI 101. Transfer students are exempt from this requirement.**

<b>General Education Requirements</b>	<b>Semester Hours</b>
CIS 146 Microcomputer Applications .....	3
OAD 110 Computer Navigation or CIS 249 Microcomputer Operating systems .....	3
ECO 231 Principles of Macroeconomics or ECO 232 Principles of Microeconomics .....	3
**ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
MTH 116 Mathematical Applications .....	3
Humanities or Fine Arts Elective .....	3
<b>Total General Education Requirements .....</b>	<b>21</b>

**Major Requirements**

*OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 104 Advanced Keyboarding .....	3
OAD 126 Advanced Word Processing .....	3
OAD 130 Electronic Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications .....	3
OAD 134 Career and Professional Development .....	3
OAD 135 Financial Record Keeping .....	3
OAD 138 Records/Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 217 Office Management .....	3
OAD 218 Office Procedures .....	3
<b>Total Major Requirements .....</b>	<b>39</b>

**OAD Electives**

Choose two courses from among:  
 OAD 110, 125, 231, 233, 242 .....

**Total Semester Credit Hours .....** 66

\*OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

\*\*Keyboarding skills are essential for the successful completion of English 101.

**Office Administration 520401 OAD Career Certificate**

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 T. McClinton (5212) [mcclinton@nwscc.edu](mailto:mcclinton@nwscc.edu)  
 D. South (5211) [dsouth@nwscc.edu](mailto:dsouth@nwscc.edu)

This certificate is designed to teach students the skills necessary to acquire and maintain secretarial and clerical positions in the business community. A high school diploma or GED certificate for admission is required.

**Entering students are required to complete ORI 101. Transfer students are exempt from this requirement.**

<b>General Education Requirements</b>	<b>Semester Hours</b>
**ENG 101 English Composition I .....	3
MTH 116 Mathematical Applications .....	3
<b>Total General Education Requirements .....</b>	<b>6</b>

**Major Requirements**

*OAD 101 Beginning Keyboarding .....	3
OAD 103 Intermediate Keyboarding .....	3
OAD 104 Advanced Keyboarding .....	3
OAD 126 Advanced Word Processing .....	3
OAD 130 Electronics Calculations .....	3
OAD 131 Business English .....	3
OAD 133 Business Communications .....	3
OAD 134 Career and Professional Development .....	3
OAD 135 Financial Record Keeping .....	3
OAD 138 Records/Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 217 Office Management .....	3
OAD 218 Office Procedures .....	3
<b>Total Major Requirements .....</b>	<b>39</b>

**OAD Electives**

Choose three courses from among:  
 OAD 110, 125, 202, 203, 211, 212, 214, 231, 233,  
 and BUS 263 .....

**Total Semester Credit Hours .....** 54

\*OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

\*\*Keyboarding skills are essential for the successful completion of English 101.