

LAWSON STATE COMMUNITY COLLEGE

Office Administration – Certificate

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Intro to Accounting) is recommended as a prerequisite for BUS 241.
- BUS 296 (Internship) MUST be taken in the last semester of enrollment.

[HOME](#)

Course#	Description	Semester Hours
General Studies Courses		
ORI 101	Orientation	1
Area I – Written Composition		3
ENG 101	English Composition I	3
Area II – Humanities & Fine Arts		3
SPH 107	Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics		6
CIS 146	Microcomputer Applications	3
MTH 110 Or higher	Intermediate College Algebra	3
Total General Studies Courses		13
Area V – Pre-Professional/Major Courses		43
BUS 150	Business Mathematics	3
BUS 202	Professional Development	1
BUS 215	Business Communication	3
BUS 241	Principles of Accounting	3
BUS 263	Legal/Social Env. Of Business	3
Management Requirement		3
Computerized Accounting Requirement		3
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Record/Information Management	3
OAD 200	Machine Transcription	3
Electives (ACC, BUS, CIS, OAD)		9
Total Required Hours For Degree		56