

LAWSON STATE COMMUNITY COLLEGE

Office Administration – AAS Degree

- 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.

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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		6
Humanities and Fine Arts Requirement		3
SPH 107	Fundamentals of Public Speaking	3
Area III – Natural Science & Mathematics		7
Natural Science Requirement		4
MTH 110	Finite Mathematics /OR	3
MTH 112	Pre-Calculus (or higher level / from STARS)	3
Area IV – History, Social, & Behavioral Sciences		3
Social and Behavioral Science Requirement		3
Total General Studies Courses		19
Area V – Pre-Professional/Major Courses		57
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
BUS 296	Business Internship I	3
Computerized Accounting Requirement		3
CIS 146	Microcomputer Applications	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
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications (CIS 147 will sub)	3
RDG 114A	Critical Reading for College (COMPASS Exam is Required for Placement)	3
Two 1-hour PED Activity Courses		2
Electives (ACC, BUS, CIS, OAD)		6
Total Required Hours For Degree		76