

# LAWSON STATE COMMUNITY COLLEGE

## Office Administration – Short Certification

- 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.
- **NOTE:** OAD 101 (Beginning Keyboarding) or at least 45 GWPM is recommended as a prerequisite for OAD 125.

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Course#	Description	Semester Hours
<b>General Studies Courses</b>		
ORI 101	Orientation	1
<b>Area V – Pre-Professional/Major Courses</b>		<b>27</b>
Computerized Accounting Requirement		3
BUS 150	Business Mathematics	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting	3
CIS 146	Microcomputer Applications	3
OAD 125	Word Processing	3
OAD 138	Record/Information Management	3
<b>Electives (ACC, BUS, CIS, OAD)</b>		<b>6</b>
<b>Total Required Hours For Degree</b>		<b>28</b>