

OFFICE ADMINISTRATION

FIRST YEAR			
FALL SEMESTER	PREREGISTRATION	IN PROGRESS	COMPLETED
BIT 100 Keyboarding			
BIT 110 Business English			
BUS 112 QBM			
ENG 110 College Writing I			
_____ Social Science Elective			
<i>Credits: 15</i>			
SPRING SEMESTER			
BIT 130 Word Processing			
BIT 140W Business Communications			
SPK 110 Effective Speaking			
BIT 260 Intro. To Database Management			
_____ Lab. Science Elective.			
ENG 111 College Writing II			
<i>Credits: 17</i>			
SECOND YEAR			
FALL SEMESTER			
BIT 104 Keyboarding/Skill Building			
BIT 200 Spreadsheets with Bus. Applications			
BIT 255 Business Integrated Office Applications			
BIT 270W Personal and Professional Development			
BUS 108 Accounting for Service Business			
_____ BIT Elective			
<i>Credits: 17</i>			
SPRING SEMESTER			
BIT 275 Advanced Business Communications			
BIT 280 Office Administration			
BIT 297 Internship			
_____ BIT Elective			
_____ Social Science Elective			
_____ MAT/SCI Elective			
<i>Credits: 17</i>			
<i>Total Credits Required: 67</i>			