



DEGREE MAP 2021-2022

2107 – Office Administration

A.S. (ASSOCIATE IN SCIENCE)

YEAR 1

FALL SEMESTER

Area	Course ID	Credit Hours
Communications State Core	ENC1101	3
Program Courses	MNA1161	3
Program Courses	OST1324	3
Program Courses	OST1401	3
Total Semester Hours		12



SPRING SEMESTER

Area	Course ID	Credit Hours
Mathematics State Core	Select 1 course: MAC1105, MGF1106, MGF1107, STA2023, MAC2311	3
Social Science State Core	Select 1 course: PSY2012, SYG1000, ANT2000, POS1041, AMH2020, ECO2013	3
Program Courses	CTS1220C	3
Program Courses	OST1355	3
Program Courses	CTS2401C	3
Total Semester Hours		15



SUMMER SEMESTER

Area	Course ID	Credit Hours
Program Courses	CTS1230C	3
Science State Core	Select 1 course: BSC1005, AST1002, CHM1020, ESC1000, EVR1001, PHY1020, PHY1053	3
Total Semester Hours		6

YEAR 2

FALL SEMESTER

Area	Course ID	Credit Hours
Humanities State Core	Select 1 course: ARH2000, HUM2020, LIT2000, MUL2010, PHI2010, THE2000	3
Program Courses	MNA2130	3
Program Courses	CTS2225C	3
Program Courses	CTS1760C	3
Total Semester Hours		12



SPRING SEMESTER

Area	Course ID	Credit Hours
Program Courses	MAN2021	3
Program Courses	CTS2240C	3
Program Courses	Select 1 course: IDS2941 or any technology or business course	3
Total Semester Hours		9



SUMMER SEMESTER

Area	Course ID	Credit Hours
Program Courses	Select 1 course: SPC1062 or SPC2608	3
Program Courses	GEB1101	3
Total Semester Hours		6

Total Program Hours 60