

OFFICE SYSTEMS AND ADMINISTRATION • Associate in Science

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY - STARTS FALL OR SPRING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BU 1101	Introduction to Business	3	EN2103 or higher placement
_____	BU 2101	Introduction to Accounting I or	3-4	MA 1101 and placement above or successful completion of EN 2103 Corequisite: MA 1103
_____	BU 2104	Financial Accounting		EN 2103 or higher placement, CA 1101 and MA 1103 or higher placement
_____	BU 1121	Business Mathematics	3	MA 1101
_____	BU 1123	Business Communications	3	EN 1103
_____	BU 1241	Cooperative Field Experience	3	Completion of at least 12 credits in the student's degree or certificate program with a GPA of 2.0 or higher and eligible for EN 1103
_____	CA 1101	Microcomputer Applications or	3	EN 2103 or higher placement and eligible for both EN 1103 and MA 1103
_____	CA_____	Computer Applications Elective*		
_____	BU 6102	Keyboarding	3	EN 2103 or higher placement
_____	CA 1104	Word Processing Applications	3	CA 1101, BU 6102 or permission of instructor
_____	CA 1105	Spreadsheet Applications	3	CA 1101 or permission of instructor
_____	CA 1107	Desktop Publishing & Presentation Graphics	3	CA 1101 or equivalent experience
_____	BU 1124	Interpersonal Communications in Business	3	
_____	CA 6112	Integrated Office Applications	3	CA 1101, CA 1104, CA 1105
_____	EN 1103	English Composition I	3	EN 1101 or placement by exam
_____	EN 1105	English Composition II: An Introduction to Literature	3	EN 1103
_____	HU 8101	Speech or	3	
_____	HU_____	Humanities Elective		
_____	MA 1129	Math Connections	3	MA 1103 or higher placement
_____	BU_____	Business Elective	3	
_____	SC_____	Science Elective	3-4	
_____	SO_____	Behavioral Science Elective	3	
_____	SO_____	Economics Elective	3	
			60-62	

* CA 1100 will not satisfy this requirement

Program Description:

The Office Systems and Administration associate in science degree program integrates computer applications and business communication skills with a strong foundation of business courses. Students will develop strong writing skills, an ability to organize and manage office work, and very advanced interpersonal and business relations skills. Also, students will gain working knowledge of a variety of computer applications software. The Cooperative Field Experience is a key component of the program, giving students real industry experience and a related course focused on career development and workplace issues.

Career and Transfer Outlook:

Graduates may pursue careers in office administration, office management and a variety of industry-specific assistant positions which may include marketing assistant, human resource assistant or customer service coordinator.

Helpful Hints:

Students should begin taking the required computer applications courses immediately upon beginning their coursework so they will be prepared to take CA 6112 (Integrated Office Applications).

Additional coursework may be required based on college placement testing.