

September 2006  
Updated: 06/2006

**School of Business Economics & Legal Studies**  
**Departmental Degree Audit**  
**- Associate Degree in Office Administration -**

Name \_\_\_\_\_ S.I.D. \_\_\_\_\_

Intended month/year of graduation \_\_\_\_/\_\_\_\_ Advisor Approval \_\_\_\_\_

**Advisor Note :** All the information below should be from the student's most recent transcript and/or transfer evaluation sheet. Attach substitution waiver forms as necessary.

**General Education Requirements**  
**(18 credits)**

ENGL110 - 3 \_\_\_\_\_  
ENGL111 - 3 \_\_\_\_\_

MATH110 - 3 \_\_\_\_\_  
or  
PHIL205 - 3 \_\_\_\_\_

COMM101 - 3 \_\_\_\_\_

***General Education Electives (6 credits)***

-3 \_\_\_\_\_  
-3 \_\_\_\_\_

***Gen Ed Electives listed on reverse side***

At least 64 total credits \_\_\_\_\_  
Residency \_\_\_\_\_  
2.0 Overall GPA \_\_\_\_\_  
2.0 GPA in Department \_\_\_\_\_

At least 64 total credits \_\_\_\_\_  
Residency \_\_\_\_\_  
2.0 Overall GPA \_\_\_\_\_  
2.0 GPA in Department \_\_\_\_\_

Registrar's Audit at Graduation:  
Total credits \_\_\_\_\_  
Department GPA \_\_\_\_\_  
Overall GPA \_\_\_\_\_

Original: Registrar's Office  
Copies: Department File

**Departmental Requirements**  
**(35 - 39 credits)**

ACTG132 - 4 \_\_\_\_\_  
or

OFFC119 - 4 \_\_\_\_\_  
BUSN121 - 3 \_\_\_\_\_  
BUSN231 - 3 \_\_\_\_\_  
BUSN226 - 3 \_\_\_\_\_  
DATA225 - 3 \_\_\_\_\_  
DATA231 - 3 \_\_\_\_\_  
DATA235 - 3 \_\_\_\_\_  
DATA250 - 3 \_\_\_\_\_  
OFFC112 - 1-2 \_\_\_\_\_  
OFFC235 - 3 \_\_\_\_\_

***Business Electives (6-9 credits)***

BUSN254 - 3 \_\_\_\_\_  
DATA261 - 3 \_\_\_\_\_  
FINC245 - 3 \_\_\_\_\_  
MRKT281 - 3 \_\_\_\_\_  
MGMT360 - 3 \_\_\_\_\_  
MGMT365 - 3 \_\_\_\_\_

I certify that all departmental requirements are complete and the departmental grade point average is 2.0 or higher.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head  
School of Business, Economics & Legal Studi

**Associate Degree in Office Administration General Education Electives List**

***Aesthetics***

ARTS250, ARTS251, HUMN240, HUMN251, HUMN252, HUMN255, MUSC220, MUSC221, NATV240, PHIL302, PHIL305, or 8 credits from second year of foreign language

***Social Science***

BUSN308, GEOG201, GEOG302, GEOG306, HLTH328, HIST101, HIST102, HIST131, HIST132, NATV225, PLSC110, PLSC160, PLSC241, PLSC333, PSYC101, PSYC155  
SOCY101, SOCY102, SOCY103, SOCY113, SOCY225, SOCY226, SOCY321, EDUC250

***Natural Science with Lab***

BIOL105, BIOL122, BIOL131, BIOL204, CHEM105, CHEM108/CHEM109, CHEM115, CHEM11  
GEOL115, GEOL121, GEOL122, GEOG106, GEOG108, NSCI101, NSCI102, NSCI103/NSCI104,  
NSCI110, NSCI116, NSCI119, PHYS221, PHYS231