September 2006

Department of Business and Economics
Departmental Degree Audit
- Minor Office Administration -

Name: _____ ID: _____

Intended Month/Year of Graduation _____ / _____

Approvals: _____ _____
College Chair Advisor

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.

(22 credits)

-3	_____	BUSN 121	Introduction to Business
-3	_____	BUSN 226	Records Management
-3	_____	OFFC 235	Automated Office Systems
-3	_____	DATA 225	Word Processing Techniques
-3	_____	DATA 231	Database
or		*or*	
-3	_____	DATA 235	Spreadsheets
-3	_____	DATA 250	Desktop Publishing and Presentation Design
-4	_____	OFFC 119	Accounting Procedures
22			

(Completed at student's graduation)
Registrar's Audit at Graduation:
Total credits _____
partment GPA _____
Overall GPA _____

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

_____
Dean Date

Original: Registrar's Office
Copies: Department, Student, Advisor