# Robeson Community College

# Checklist for

# OFFICE ADMINISTRATION

# Office Finance – A25370OF

**2017 – 2018 Catalog**

 **First Semester (Fall) Credit hours Pre-requisite Notes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | ACA 111 College Student Success  | 1  |  |  |
|   | ENG 111 Writing & Inquiry | 3  | DRE 098 |  |
|   | CIS 110 Introduction to Computers  | 3  | DRE 096 |  |
|   | BUS 121 Business Math | 3 |  |  |
|   | ACC 120 Principles of Financial Accounting | 4 |  |  |
|   | BUS 110 Intro to Business  | 3  | DRE 097 |  |
|   | **Total Credits**  |  **17**  |  |  |

 **Second Semester (Spring) Credit hours Pre-requisite Notes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ENG 112, or ENG 115  | 3  |  |  |
|  | MAT110 or MAT 143 | 3 |  |  |
|  | OST 134 Text Entry & Formatting | 3  | OST 131 |  |
|  | ACC 150 Accounting Software Applications | 2 | ACC 120 |  |
|  | OST 184 Records Management | 3 |  |  |
|  | \_\_\_\_\_\_\_ Humanities/Fine Arts Elective | 3  | DRE 097 |  |
|  | **Total Credits**  |  **17** |  |  |

 **Third Semester (Fall) Credit hours Pre-requisite Notes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | OST 164 Office Editing  | 3  |   |  |
|  | CTS 130 Spreadsheet  | 3  | CIS 110 |  |
|  | OST 136 Word Processing | 3  |   |  |
|  | MKT 223 Customer Service | 3 |  |  |
|  | Social/Behavioral Science | 3 | DRE 097DMA 050 (except ECO 151) |  |
|  | **Total Credits**  |  **15** |  |  |

 **Fourth Semester (Spring) Credit hours Pre-requisite Notes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | WEB 110Internet/Web Fundamentals | 3  |  |  |
|  | BUS 270 Professional Development | 3  |  |  |
|  | BUS 137 Principles of Management | 3  |  |  |
|  | MKT 120 Principles of Marketing | 3  |  |  |
|  | BUS 153 Human Resource Management | 3 |  |  |
|  | **Total Credits**  |  **15** |   |  |

See list of Associate of Applied Science electives in catalog.

 **Total Credits Needed for Graduation 64**

The following list of courses will not be counted towards graduation requirements if they are over five years old: CTS-130 and DBA-110

**Humanities/Fine Arts: Social/Behavioral Sciences:**

**Select One Select One**

**ART 111 Art Appreciation ECO 151 Survey of Economics**

**MUS 110 Music Appreciation ECO 251 Survey of Microeconomics**

**MUS 112 Introduction to Jazz ECO 252 Principles of Macroeconomics**

**PHI 215 Philosophical Issues**

**PHI 240 Introduction to Ethics**

**REL 110 World Religions**

**REL 221 Religion in America**