



# STONE CHILD COLLEGE

## Associate of Science OFFICE ADMINISTRATION

Required Courses:	Credits	Grade	Term
<b>Fall – Year 1</b>			
BUS 100 Introduction to Business	3		
WRIT101 College Writing I	3		
CAPP 151 MS Applications	3		
CAPP 120 Introduction to Computers	3		
BUS 110 Business Math	3		
<b>Total credits</b>	<b>15</b>		
<b>Spring – Year 1</b>			
NAS 101 History of Indians in the US	3		
HUM Elective	3		
WRIT 201 College Writing II	3		
OFAD 215 Professional Office Procedures and Tribal Perspectives	3		
NASX Elective	3		
<b>Total credits</b>	<b>15</b>		
<b>Fall – Year 2</b>			
COMX 111 Introduction to Public Speaking	3		
ART 110 Art Appreciation	3		
PSYX 106 or PSYX 100	3		
ACTG 201 Accounting 1	3		
M 121 College Algebra	3		
CAPP 158 MS Access	3		
<b>Total credits</b>	<b>18</b>		
<b>Spring – Year 2</b>			
ACTG 205 Computerized Accounting I	3		
CSCI 185 Web Development	3		
Science elective	4		
CAPP 266 MS Excel	3		
BUS 120 Business Communication	3		
<b>Total credits</b>	<b>16</b>		
<b>TOTAL DEGREE CREDITS</b>	<b>64</b>		