

A.A.S. OFFICE ADMINISTRATION

(67cr hours required)

Name:	Graduation Date:
Laker I.D. #:	Catalog Year: 2008- 2009
Major: OFFICE ADMINISTRATION	Revise Date:

***Effective Spring 2006, a grade of C or higher is required in each Career Course.**

Regents Exams: Reading Writing

Instructions: Please list the courses required for your degree in the spaces below. If you have completed the course, be sure to write your grade in the Grade column. **If you have not yet taken the course, do not write in the grade column.** Please write the term you hope to take the course in the Comments column. For example, if you will be taking HIST 2111 Spring 2010, write HIST 2111 in the course column and SP10 in the Comments column. The Registrar’s Office will notify you via your student e-mail account once your application has been reviewed. Please note the following:

- You must submit your graduation application to the Registrar’s Office by the published application deadline in order to guarantee your application will be reviewed prior to your intended graduation date. **If you miss the application deadline, it is very likely your graduation date will be moved to the next term.**



Area’s A-F – please consult your catalog for specific requirements for your major.

Course	Grade	Hours	Comments	Course	Grade	Hours	Comments
Essential Skills (Area A) <i>6 cr hrs required</i>				Area F – Program Requirements See your catalog for specific details. <i>24 cr hours</i>			
ENGL 1101		3		OFFC 1100		3	
MATH 1101		3		OFFC 1101		3	
				OFFC 1111		3	
Critical Thinking and Communication (Area B) <i>4 hrs.</i>				OFFC 1112		3	
CRIT 1101		3		OFFC 2205		3	
COMM 1001		1		OFFC 2209		3	
Humanities (Area C) <i>select one course 3 cr hrs.</i> (See Core Curriculum in catalog)				OFFC 2214		3	
		3		OFFC 2250		3	
Social Sciences (Area E) <i>6 cr hours required</i>				Choose 1 course from each pair <i>6 hrs.</i>			
POLI 1101		3		OFFC 2207 MEDA 1125		3	
HIST 2111 or HIST 2112		3		OFFC 2212 OFFC 2222		3	
Elective Courses (Choose at least 6 courses)				Program Related (see catalog) <i>18 cr hrs</i>			
		3				3	
		3				3	
		3				3	

Comments: Please indicate any specific questions/concerns you have regarding your application in the space below. If you will be using a different course from what is listed/required in the catalog, you must have an approved course substitution on file in the Registrar’s Office. Please contact your advisor for further information.

Signature _____ Date _____