

**OFFICE ADMINISTRATION (2556)**  
**Word/Information Processing Option**

(Effective Fall 2007)

NAME \_\_\_\_\_

ADVISOR \_\_\_\_\_

		Sem. Hrs.	Term	Grade
<b>Freshman Year</b>				
	<b>Summer Semester – 3-5 Hours</b>			
BUED 1105	Keyboarding (if necessary)	2	_____	_____
CISM 2201	Fundamentals of Computer Applications	3	_____	_____
	<b>Fall Semester - 12 Hours</b>			
BUED 1111	Beginning Document Processing	3	_____	_____
COPR 2341	Microsoft Word Applications	3	_____	_____
COPR 2226	Advanced PowerPoint/Access	3	_____	_____
ENGL 1101	English Composition I	3	_____	_____
	<b>Spring Semester - 12 Hours</b>			
BUED 1112	Intermediate Document Processing	3	_____	_____
COPR 2342	Advanced Microsoft Word Applications	3	_____	_____
COPR 2225	Advanced Spreadsheet Applications	3	_____	_____
BUSA 2105	Communicating in the Business Environment	3	_____	_____
	<b>Summer Semester - 6 Hours</b>			
BUED 2215	Office Machines	3	_____	_____
BUED 2245	Office Procedures	3	_____	_____
	<b>ONE-YEAR TOTAL</b>	<b>33-35</b>		

**RTP passed:**

**Special Studies and/or Electives:**

Reading: \_\_\_\_\_

Writing: \_\_\_\_\_

COOR: \_\_\_\_\_

Date Audit Submitted: \_\_\_\_\_

As of 08/3/07