CURRICULUM IN GENERAL BUSINESS 2008-2009

Degree of Associate of Arts in Office Administration – Concentration in Office Administration

Name: _____ **W#**_____

ENGLISH (6 hrs.)

Engl 101 ____ 3 ____
Engl 102 ____ 3 ____

FINE ARTS (3 hrs.)

Music, Dance, Theater or
Visual Arts_____ ____ 3 ____

HUMANITIES (3 hrs.)

Comm 211 ____ 3 ____

MATHEMATICS (3-5 hrs.)

*Math 155 or 161 ____3-5____

OTHERS (7-9 hrs.)

Acct 200 ____ 3 ____
General Business Elective (200+)
_____ ____ 3 ____
**SE 101 ___ 0-3____

Total Semester Hours Required: 60-63
Total Major Hours Required: 27

Please Note: 30 additional hours are required for a second degree.

OFFICE ADMINISTRATION (27 hrs.)***

(† nine required courses)

†GBBT 124 ____ 3 ____
†GBBT 130 ____ 3 ____
†GBBT 131 ____ 3 ____
†GBBT 210 ____ 3 ____
†GBBT 223 ____ 3 ____
†GBBT 231 ____ 3 ____
†GBBT 234 ____ 3 ____
†GBBT 253 ____ 3 ____
†GBBT 215 or 220 ____ 3 ____

SCIENCE (BIOLOGICAL OR PHYSICAL) (6 hrs.)

_____ ____ 3 ____
_____ ____ 3 ____

SCIENCE (SOCIAL OR BEHAVIORAL) (6 hrs.)

(Social: Econ, Geog, Anthro, PoliSci, etc; Behavioral: Psyc or Soc.)

_____ ____ 3 ____
_____ ____ 3 ____

† A "C" or better is required in all major courses.

***Students with an ACT Math score of 20 or lower will take Math 155 (5 credit hours) in place of Math 161.**

****ORNT 101 has been discontinued effective 2007-2008 academic year. All students needing orientation will now be required to take SE 101.**

*****The following courses lead to the Microsoft Office Specialist Master Certification (certification exams optional & requires additional fees): GBBT 130, 131, 215, 220 and 253.**

Please note: ½ of all business courses and ½ of all major courses must be taken at SLU. Business majors will not be allowed to use BOTH CMPS 110 AND GBBT 210 towards degree credit.

Additional Courses:

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