



**DEGREE MAP 2023-2024**

**2107 – Office Administration**

A.S. (ASSOCIATE IN SCIENCE)

**YEAR 1**

**FALL SEMESTER**

Area	Course ID	Credit Hours
Communications State Core	ENC1101	3
Program Courses	MNA1161	3
Program Courses	OST1324	3
Program Courses	OST1401	3
<b>Total Semester Hours</b>		<b>12</b>



**SPRING SEMESTER**

Area	Course ID	Credit Hours
Mathematics State Core	<b>Select 1 course:</b> MAC1105, MGF1106, MGF1107, STA2023, MAC2311	3
Social Science State Core G2	<b>Select 1 course:</b> AMH2020 or POS1041	3
Program Courses	CTS1220C	3
Program Courses	OST1355	3
Program Courses	CTS2401C	3
<b>Total Semester Hours</b>		<b>15</b>



**SUMMER SEMESTER**

Area	Course ID	Credit Hours
Program Courses	CTS1230C	3
Science State Core	<b>Select 1 course:</b> BSC1005, AST1002, CHM1020, ESC1000, EVR1001, PHY1020, PHY1053	3
<b>Total Semester Hours</b>		<b>6</b>

**YEAR 2**

**FALL SEMESTER**

Area	Course ID	Credit Hours
Humanities State Core	<b>Select 1 course:</b> ARH2000, HUM2020, LIT2000, MUL2010, PHI2010, THE2000	3
Program Courses	MNA2130	3
Program Courses	CTS2225C	3
Program Courses	CTS1760C	3
<b>Total Semester Hours</b>		<b>12</b>



**SPRING SEMESTER**

Area	Course ID	Credit Hours
Program Courses	MAN2021	3
Program Courses	CTS2240C	3
Program Courses	<b>Select 1 course:</b> IDS2941 or any technology or business course	3
<b>Total Semester Hours</b>		<b>9</b>



**SUMMER SEMESTER**

Area	Course ID	Credit Hours
Program Courses	SPC2608	3
Program Courses	GEB1101	3
<b>Total Semester Hours</b>		<b>6</b>

**Total Program Hours 60**