

Associate Degree Plan of Study: Office Administration, AAB

Office Administration, AAB		
COURSE #	COURSE TITLE	CREDITS
OAD 1101	Document Production I	3
OAD 1205	Office Procedures	3
MGT 1115	Customer Relations	2
ENG 1111	English I	3
ACC 1000	Accounting Concepts	3
FYE 1101	College Success	1
OAD 1102	Document Production II	3
OAD 1105	Business English	4
MGT 1105	Introduction to Business	2
MTH 1060	Business Mathematics	3
ITS 1105	Computer Concepts and Software Applications	3
COM 1120	Public Speaking I	3
EBE 1000	Employability Skills	1
ENG 2211	Business Communication	3
ITS 1205	Windows Concepts	1
MGT 1060	Organizational Behavior	3
SOC 1110 or SPN 1100	Introduction to Sociology or Survival Spanish	3
OAD 2703	Co-op Education / Internship	3
MGT 1120	Principles of Management	3
HRM 1725	Human Resource Management	3
PSY 1111	Introduction to Psychology	3
ITS 1238	Intermedial Spreadsheet	2
COM 1110 or COM 1170	Interpersonal Communication I or Small Group Communication	3
Total Credits		61

IWU General Education Requirements

(May be taken at IWU or any regionally accredited institution).

IWU Gen. Ed. Requirements	May Be Satisfied By:	Credits Satisfied
3 credits in Biblical Studies	Met with any Biblical Studies Course	0
3 credits in Philosophy, Biblical Studies, or Religion	Met with any Philosophy, Biblical Studies, or Religion Course	0
3 credits in English Written Communication	Met with ENG 1111	3
3 credits in English Written Communication	Met with ENG 2211	3
3 credits in English Oral Communication	Met with COM 1120 or COM 1110 or COM 1170	3
3 credits in Mathematics	Met with MTH 1060	3
3 credits in Natural Science	Met with any Natural Science Course	0
3 credits in Social or Behavioral Science	Met with SOC 1110	3
3 credits in Social or Behavioral Science	Met with PSY 1111	3
3 credits in Arts and Humanities	Met with any Arts and Humanities Course	0
Total Required: 30		18

• Credit is granted for undergraduate course work with a satisfactory grade (“C” or above) in a 100-level or higher course, or for graduate course work with a satisfactory grade (“B” or above) in a 500-level course or higher, taken at a college or university that is accredited by an accrediting agency recognized by both the U.S. Department of Education (ED) and the Council for Higher Education Accreditation (CHEA). This transfer guide is for National & Global courses of study only and is not meant to be used for purposes for IWU-Marion. *

- Transfer pathways are intended as general guides and do not guarantee the transferability of credits. Official credit evaluations will be completed upon admission and receipt of official transcripts.