

GLOUCESTER COUNTY COLLEGE  
BUSINESS AND TECHNOLOGY DIVISION

GRADUATION CONTROL SHEET

**COMPUTERIZED OFFICE ADMINISTRATION**  
**Associate in Applied Science (A.A.S.) - Career**

The career program in Computerized Office Administration prepares the student for an administrative position in professional environments and all areas of business. Emphasis is placed on the use of computers in the daily operations and management of the office.

<u>FIRST YEAR - Fall Semester</u>	<u>Credits</u>
___ COM 101 English Composition I	3
___ COA 141 Computerized Information Management	3
___ COA 101 Keyboarding I * or	
___ _____ Elective	2-3
___ MAT _____ Mathematics Elective	3
___ BUS 101 Introduction to Business	3
	<b>14-15</b>
 <u>Spring Semester</u>	
___ COM 102 English Composition II	3
___ MAT _____ Mathematics Elective	3
___ BUS 231 Principles of Management	3
___ BUS 107 Business Law I	3
___ COA 111 Keyboarding II	2
___ COA 242 WordPerfect	3
	<b>17</b>
 <u>SECOND YEAR - Fall Semester</u>	
___ COM 104 Business Communications	3
___ HPE _____ Physical Education Elective	1
___ _____ Humanities Elective	3
___ _____ Social Science Elective	3
___ COA 214 Machine Transcription	3
___ COA 243 Microsoft Word	3
	<b>16</b>
 <u>Spring Semester</u>	
___ BUS 102 Accounting I	4
___ COM 110 Desktop Publishing	3
___ _____ Social Science Elective	3
___ _____ Elective	2-3
___ COA 220 Office Procedures	4
	<b>16</b>
<b><u>TOTAL MINIMUM CREDITS:</u></b>	<b>63-64</b>

\* Students with one year of high school keyboarding with a grade "C" or better should select an elective. Students should not select CIS 101-107.

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**REQUIRED CORE AND ELECTIVE COURSES**

		<b><u>Credits</u></b>
<b><u>Communications</u></b>		
English Composition I	COM 101	3
English Composition II	COM 102	3
Business Communications	COM 104	3
<b><u>Humanities</u></b>		
Desktop Publishing	COM 110	3
Humanities Elective	_____	3
<b><u>Social Science</u></b>		
Social Science Elective	_____	3
Social Science Elective	_____	3
<b><u>HPE</u></b>		
Physical Education Elective	HPE _____	1
<b><u>Mathematics</u></b>		
Mathematics Elective	MAT _____	3
Mathematics Elective	MAT _____	3
<b><u>Business</u></b>		
Introduction to Business	BUS 101	3
Accounting I	BUS 102	4
Business Law I	BUS 107	3
Principles of Management	BUS 231	3
Keyboarding I	COA 101	2-3
Keyboarding II	COA 111	2
Computerized Information Management	COA 141	3
Machine Transcription	COA 214	3
Office Procedures	COA 220	4
WordPerfect	COA 242	3
Microsoft Word	COA 243	3
	<b>or</b> Elective	
<b><u>Elective</u></b>		3
<b><u>TOTAL MINIMUM CREDITS:</u></b>		<b>63-64</b>