



## Office Systems and Administration

### Associate in Science

#### START here

1

SEMESTER 1 – FALL	CREDITS	MILESTONE	COMPLETED
ENG 101 – English Composition I	3		<input type="checkbox"/>
BUS 101 – Business Mathematics	3		<input type="checkbox"/>
CAP 101 – Computer Applications	3		<input type="checkbox"/>
BUS 110 – Introduction to Business	3		<input type="checkbox"/>
Behavioral Science – Recommended PSY 101 –Introduction to Psychology	3		<input type="checkbox"/>
IDS 101 – First Year Experience	1		<input type="checkbox"/>
<b>TOTAL CREDITS</b>	<b>16</b>		

2

SEMESTER 2 – SPRING	CREDITS	MILESTONE	COMPLETED
ENG 102 – English Composition II	3		<input type="checkbox"/>
MAT 120, MAT 177, MAT 182 –or– higher	3		<input type="checkbox"/>
CAP 155 – Spreadsheet Applications	3		<input type="checkbox"/>
COM 103 – Speech	3		<input type="checkbox"/>
Business Elective	3		<input type="checkbox"/>
<b>TOTAL CREDITS</b>	<b>15</b>		

3

SEMESTER 3 – FALL	CREDITS	MILESTONE	COMPLETED
ECO 140 – Principles of Macroeconomics	3		<input type="checkbox"/>
BUS 221 – Financial Accounting	4		<input type="checkbox"/>
CAP 154 – Word Processing Applications	3		<input type="checkbox"/>
Business Elective	3		<input type="checkbox"/>
IDS Elective	1		<input type="checkbox"/>
IDS Elective	1		<input type="checkbox"/>
<b>TOTAL CREDITS</b>	<b>15</b>		

4

SEMESTER 4 – SPRING	CREDITS	MILESTONE	COMPLETED
BUS 210 – Principles of Management	3		<input type="checkbox"/>
BUS 213 – Business Communications	3		<input type="checkbox"/>
Science Elective	3-4		<input type="checkbox"/>
Business Elective –or– Computer Application Elective (CAP)	3		<input type="checkbox"/>
BUS 214 – Business Internship	3		<input type="checkbox"/>
<b>TOTAL CREDITS</b>	<b>15-16</b>		

**Milestone Courses**  
should be taken in the order shown. This will help you stay on track and graduate on time.

**Make Your Summer Matter.** Summer is a great time to take some elective courses and get ahead.

### Career and Transfer Outlook

Graduates may pursue careers in office administration, office management and a variety of industry-specific assistant positions, which may include marketing assistant, human resource assistant or customer service coordinator.

Graduates of the Office Systems and Administration program are prepared to use appropriate business knowledge in the office setting to facilitate the work requirements of the organization and demonstrate proficiency in the use of appropriate technology to facilitate the variety of office processes.

This is a great time to **meet with your Career & Transfer Advisor** to learn what your next steps are.

#### You've FINISHED!

To learn more, call us at **1-800-818-3434** or visit **www.middlesex.mass.edu**