

STUDENT ACADEMIC PLAN

Ivy Tech Community College	School of Business
Northwest	OFFICE ADMINISTRATION (OFAD)

NAME:	CO#	H/M PHONE:
ADDRESS:	E-MAIL	WORK PHONE:
Application: YES ___ NO ___		TRANSCRIPT: HS ___ GED ___ COLLEGE ___

Comp	Reading		Comp	Writing		Comp	Math	Degree Objective:		
49-79	ENGL 083		32-69	ENGL093	_____	Prealgebra+	25-54	MATH 015	AAS ___	AS ___
80-100	NONE		70-100	ENGL 111		Algebra 24+		MATH 023	TC ___	CDC ___
						Algebra 35+		MATH 035	CO ___	
						Algebra 52+		MATH 043		

CURRICULUM SCHEDULE

Effective Fall '10

Course	Name	CR	Prerequisites	Semester	Grade	
Semester I (FALL) - 16 credits					taken	
OFAD	119	Document Processing	3	OFAD 019 or 35 wpm		
ENGL	111	English Composition	3	ENGL 083 & ENGL 093		
OFAD	103	Intro to Computers w/Word Processing	3	ENGL 083 & 019		
OFAD	121	Office Procedures & Team Dynamics	3	OFAD 019 or 35 wpm		
OFAD	116	Essentials of Business Correspondence	3	ENGL 083 & ENGL 093		
IVYT	1xx	Life Skills Elective	1	None		

Semester II (SPRING) - 15 credits

OFAD	114	Desktop Publishing	3	CINS 101 or OFAD 103	
OFAD	216	Business Communications	3	ENGL 083 & ENGL 093	
OFAD	218	Spreadsheets/Excel	3	MATH 015	
XXX	xxx	Humanities/Social Sciences Elective	3	varies by course	
OFAD	130	Quality and Customer Service	3	ENGL 083 & ENGL 093	

Summer Semester - as needed

Once you complete the above classes you are eligible for a OFAD Technical Certificate. See Advisor for graduate application.

Semester III (FALL) - 15 credits

MATH	1xx	118 or higher (recommend 136)	3	Math 015/035 or 043	
BUSN	101	Introduction to Business	3	ENGL 083 & ENGL 093 & MATH 015	
ECON	xxx	Microeconomics/Macroeconomics	3	ENGL 111, MATH 023	
COMM	101	Fundamentals of Public Speaking	3	ENGL 083 & ENGL 093	
OFAD	220	Records & Database Management	3	ENGL 083 & ENGL 093	

Semester IV (SPRING) - 15 credits

ACCT	101	Financial Accounting	3	ENGL 083 & ENGL 093; MATH 015	
OFAD	222	Database Applications	3	ENGL 083 & ENGL 093	
OFAD	221	Organizational Leadership	3	OFAD 216	
XXX	xxx	Laboratory Science Elective	3	ENGL 083, 093, MATH 023	
OFAD	xxx	Elective	3		
^OFAD	279	Capstone	1		

Summer Semester - as needed

^ Capstone course

The School of Business reserves the right to change the schedule due to enrollment considerations, program revisions,

or unforeseen circumstances. It is the student's responsibility to meet all prerequisites as outlined by the program plan.

Projected Completion Date: _____

Student's Signature: _____ Date: _____

Statewide Electives

Select 4 of the following courses.

BUSN 102	Business Law	3
CINS 101	Introduction to Microcomputers	3
CINT 106	Microcomputer Operating System	3
HLHS 101	Medical Terminology	3
HLHS 105	Medical Law and Ethics	3
MEAS 137	Medical Insurance Basic Coding	3
MEAS 215	Advanced Medical Terminology	3
OFAD 110	Presentation Graphics	3
OFAD 113	Medical Coding	3
OFAD 114	Desktop Publishing	3
OFAD 115	Computer Concepts for the Medical Office	3
OFAD 130	Quality and Customer Service	3
OFAD 204	Microsoft Outlook	3
OFAD 207	Integrated Applications	3
OFAD 211	Medical Transcription I	3
OFAD 212	Medical Transcription II	3
OFAD 213	Professional Medical Coding	3
OFAD 214	Multimedia Design	3
OFAD 215	Legal Transcription	3
OFAD 217	Problem Solving for Computer Users	3
OFAD 219	Advanced Document Processing	3
OFAD 220	Records and Database Management	3
OFAD 226	Adv Electronic Spreadsheets	3
OFAD 271	Adobe Illustrator	3
OFAD 272	Adobe Photoshop	3
OFAD 280	Co-op/Internship/Externship	3
PARA 101	Introduction to Paralegal Studies	3
PARA 102	Legal Research	3
PARA 103	Civil Procedure	3
PARA 211	Criminal Law and Procedure	3

Statewide Electives: 12