

STUDENT ACADEMIC PLAN

Ivy Tech Community College		School of Business							
Northwest		AAS - OFFICE ADMINISTRATION (OFAD)							
NAME:		CO#			H/M PHONE:				
ADDRESS:		E-MAIL			WORK PHONE:				
Application: YES ____ NO ____		TRANSCRIPT: HS ____ GED ____ COLLEGE ____							
Accup	Reading		Accup	Writing		Acup	Math	Degree Objective:	
55-89	ENGL 083		60-79	ENGL093		30-59 ARITH	MATH 080	AAS ____	AS ____
90+	Program Ready		80+	ENGL 111		60-120 ARITH	MATH 035/043	TC ____	CO ____
						40-52 ARITH	MATH 118	CT ____	
						74-120 ELEM ALG	MATH 136		
CURRICULUM SCHEDULE									
Course	Name			CR	Prerequisites			Semester	Grade
Semester I (FALL)									
OFAD	103	Microsoft Word			3	ENGL 083 & OFAD 019 or 35 wpm			
OFAD	116	Essentials of Business Correspondence			3	ENGL 083 & 093			
OFAD	119	Document Processing			3	OFAD 019 or 35 wpm			
IVY	1XX	Student Success Elective			1	none			
ENGL	111	English Composition			3	ENGL 083 & ENGL 093			
OFAD	XXX	*Office Administration Statewide Elective			3	Varies by course			
Semester II (SPRING)									
OFAD	121	Office Procedures & Team Dynamics			3	OFAD 019 or 35 wpm			
OFAD	216	Business Communications			3	ENGL 111			
OFAD	218	Microsoft Excel			3	MATH 080			
OFAD	XXX	*Office Administration Statewide Elective			3	Varies by course			
OFAD	XXX	*Office Administration Statewide Elective			3	Varies by course			
You have earned the Technical Certificate - OFAD. Apply online to graduate.									
Semester III (FALL)									
BUSN	101	Introduction to Business			3	ENGL 083 & ENGL 093 & MATH 080			
COMM	101	Fundamentals of Public Speaking			3	ENGL 083 & ENGL 093			
MATH	1XX	Mathematics Elective			3	Math 080/035 or 043			
OFAD	222	Microsoft Access			3	ENGL 083 & ENGL 093			
XXXX	XXX	Humanities/Social & Behavioral Sciences Elec.			3	ENGL 083, ENGL 093 & MATH 080			
Semester IV (SPRING)									
ACCT	101	Financial Accounting			3	ENGL 083, 093, MATH 080 or MATH 023			
ECON	XXX	Economics Elective			3	ENGL 083, 093, MATH 080 or MATH 023			
OFAD	221	Organizational Leadership			3	OFAD 121			
XXXX	XXX	Laboratory Science Elective			3-4	ENGL 083, 093, MATH 080 or MATH 023			
OFAD	279	Capstone			2	Program Advisor Approval			
		Total Credits			60				
OFAD Certificate (Microsoft Office Specialist) OFAD 103, OFAD 110, OFAD 114, OFAD 204, OFAD 218, OFAD 222									
*The elective course list is located online at http://www.ivytech.edu/academics/electives-2013-2014.html									
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.									
Projected Completion Date: _____									
Student's Signature: _____							Date: _____ Catalog year 2013-14		