

<p>TSCC Degree Pathway – OAD <i>Complete College America</i> <i>(12 + 12 + 6 = 30)</i></p>	<p>FACULTY ADVISOR/INSTRUCTOR/COORDINATOR <i>Kenneth Ward - 334-420-4238</i> kward@trenholmstate.edu <i>Dr. Janel Haynes – 334-420-4472 - OAD</i> jbelle@trenholmstate.edu</p>
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This degree pathway document serves as an advising resource and course guide for faculty and students. Students are strongly advised to enroll in any required Math or English courses during the first semester. Course offerings are subject to change based on availability during any semester and final enrollment numbers.

Semester 1				
Course Name	Credit Hours	Contact Hours	Area	Course Notes
ENG101 – English Comp I	3	3	I	
OAD 103 Intermediate Keyboarding	3	3	V	
CIS146 – Microcomputer Applic	3	3	V	
OAD 125 Word Processing	3	3	V	
4 Class Total	12	12		
ORI101 – Orientation to College	1		V	
5 classes total	13			

12 Credit hr. Minimum

Semester 2				
Course Name	Credit Hours	Contact Hours	Area	Course Notes
ENG102 English Comp II	3	3	I	
MTH100 Intermediate Algebra	3	3	III	
OAD 104 Advanced Keyboarding	3	3	V	
OAD 243 Spreadsheets Applications	3	3	V	
4 Classes Total	12	12		
5 Classes Total				

12 Credit hr. Minimum

Summer Semester				
Course Name	Credit Hours	Contact Hours	Area	Course Notes
PSY 200 General Psychology	3	3	IV	
MUS 101 Music Appreciation	3	3	II	
BUS 241 Principles of Accounting I	3	3	V	
BIO 103 Principles of Biology	3	3	III	
	12	12		
OAD 244 Database Applications	3	3	V	
3 Classes Total	15	15		

6 Credit hr. Minimum

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Semester 4				
Course Name	Credit Hours	Contact Hours	Area	Course Notes
OAD 133 or BUS 215 Business Communication I	3	3	V	
OAD 138 Records and Information Management	3	3	V	
BUS 275 Principles of Management	3	3	V	
OAD 243 Spreadsheets Applications	3	3	V	
4 Class Total	12	12		
5 classes total				

12 Credit hr. Minimum

Semester 5				
Course Name	Credit Hours	Contact Hours	Area	Course Notes
OAD 218 Office Management	3	3	V	
OAD 246 Office Graphic Presentation	3	3	V	
OAD 202 Legal Transcription	3	3	V	
OAD 296 Office Internship/Co-op	3	3	II	
4 Classes Total	12	12		
5 Classes Total				

12 Credit hr. Minimum

Summer Semester				
Course Name	Credit Hours	Contact Hours	Area	Course Notes
2 Classes Total				
3 Classes Total				

6 Credit hr. Minimum