

# Administrative Office Coordinator, A.A.B. to Integrated Business

*Apply your first two years at Owens to your Bachelor's degree at Lourdes!*



## 2 + 2 PATHWAY

### OWENS – 1<sup>ST</sup> SEMESTER

Course	Description
ENG 111	Composition I
IST 131	Computer Concepts and Apps
MTH 133	Quantitative Reasoning
OAD 100	Beginning Keyboarding
OAD 135	Intro to Office Administration
SUP 101	On Being a Supervisor

### OWENS – 2<sup>ND</sup> SEMESTER

Course	Description
ACC 101	Introductory Financial Accounting
BUS 200	Legal Environment of Business
ENG 112	Composition II
OAD 102	Word Processing Apps- Word
OAD 270	Presentation Management- PowerPoint
BUS 101	Contemporary Business

### OWENS – 3<sup>RD</sup> SEMESTER

Course	Description
ACC 102	Introductory Managerial Accounting
ECO 201	Microeconomics
IST 235	Spreadsheet Applications
OAD 110	Bus. & Prof. Communication Social and Behavioral Science Elective

### OWENS – 4<sup>TH</sup> SEMESTER

Course	Description
ACC 239	Quickbooks
BUS 120	Principles of Management
OAD 220	Workplace Technologies
BUS 205	Human Resource Management
OAD 293	Office Admin Internship Work Exp

### LOURDES – 5<sup>TH</sup> SEMESTER

Course	Description
BUS 235	Business Communications History Literature
MTH 111	Fundamental Concepts of Math II Elective

### LOURDES – 6<sup>TH</sup> SEMESTER

Course	Description
BUS 204	Marketing Concepts
BUS 254	Macroeconomics
ENG 352	Professional Writing
MTH 212	Statistics Theology (THS 125, 218, 220, 221, 235, 265, 312, or 316)

### LOURDES – 7<sup>TH</sup> SEMESTER

Course	Description
BUS 320	International Business
BUS	Business Elective Natural Science Philosophy Theology 200 or higher

### LOURDES – 8<sup>TH</sup> SEMESTER

Course	Description
BUS 304	Corporate Finance
BUS 430	Business Ethics
BUS 490	Business Policy Art or Music Enduring Question

*This 2 + 2 Pathway is based on the 2021-2022 Lourdes University Catalog. Students entering Lourdes University under a different catalog may be subject to changes in program requirements.*

**For more information please contact  
Admissions at 419-885-5291 or [luadmits@lourdes.edu](mailto:luadmits@lourdes.edu)**