

Office Administration Technology, A.A.B. to Integrated Business

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



2 + 2 PATHWAY

OWENS – 1ST 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
BUS 101	Contemporary Business

OWENS – 2ND SEMESTER	
Course	Description
OAD 101	Document Formatting
ENG 112	Composition II
IST 132	Data Management Using Excel and Access
OAD 270	Presentation Management- PowerPoint
	Social & Behavioral Science Elective (ECO 202 Macroeconomics)

OWENS – 3RD SEMESTER	
Course	Description
ACC 100	Accounting for Small Business
BUS 205	Human Resource Management
OAD 102	Word Processing Apps- Word
OAD 110	Bus. & Profession. Communication
OAD 140	Office Procedures

OWENS – 4TH SEMESTER	
Course	Description
OAD 215	Advanced Document Formatting
OAD 220	Workplace Technologies
OAD 293	Office Admin Internship Work Exp
ECO 201	Microeconomics

LOURDES – 5TH SEMESTER	
Course	Description
ACC 201	Accounting I
BUS 204	Marketing Concepts
BUS 235	Business Communications Literature
MTH 111	Fundamental Concepts of Math II

LOURDES – 6TH SEMESTER	
Course	Description
BUS 202	Accounting II
BUS 203	Management Concepts
MTH 212	Statistics History Theology (THS 125, 218, 220, 221, 235, 265, 312, or 316) Natural Science

LOURDES – 7TH SEMESTER	
Course	Description
BUS 320	International Business
BUS 330	Legal Environment of Business
ENG 352	Professional Writing Philosophy Theology 200 or higher

LOURDES – 8TH 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**