



EFFECTIVE: SEPTEMBER 2005

CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **September 2005**

B. Department / Program Area: **Commerce & Business Admin/
Office Administration** Revision New Course
If Revision, Section(s) Revised: E, G, H
Date of Previous Revision: September 2004
Date of Current Revision: March 2005

C: **OADM 1433** **D:**

P: Textbooks and Materials to be Purchased by Students