



## **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