



Office Technology (OT15) 520401

Associate of Applied Science Degree

(* Course offered in both the open-entry and online delivery formats)

First Year

First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding*	3/96
POFI	1301	Computer Applications I*	3/96
POFT	1301	Business English*	3/96
POFT	1319	Records & Information Management I*	3/96
POFT	1325	Business Math Using Technology*	3/96
POFT	1309	Administrative Office Procedures I*	3/96

Second Semester

POFI	2301	Word Processing*	3/96
POFT	2312	Business Correspondence and Communication*	3/96
POFI	2331	Desktop Publishing*	3/96
POFI	1349	Spreadsheets*	3/96

Second Year

First Semester

POFT	2333	Advanced Keyboarding*	3/96
BMGT	1325	Office Management	3/96
HRPO	2301	Human Resources Management	3/96
POFT	1349	Administrative Office Procedures II*	3/96
ELEC		POFI/POFM/POFT Internship Selection*	3/144

Second Semester

SPCH		SPCH 1315 or 1321	3/96
ELEC		Humanities/Fine Arts Selection	3/96
ELEC		Social/Behavioral Science Selection	3/96
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3/96
ENGL	1301	Composition I	3/96

Total Hours

60

Total Credit Hours

1968