



Office Technology (OT15) 520401

Associate of Applied Science Degree

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

First Year

First Semester

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

Second Semester

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

Second Year

First Semester

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

Second Semester

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

Total Hours **60**