



Office Technology (OT15) 520401

Associate of Applied Science Degree

(Available online and at select locations)

First Year

First Semester				Credit
DEGR	POFT	1329	Beginning Keyboarding	3
DEGR	POFI	1301	Computer Applications I	3
DEGR	POFT	1301	Business English	3
DEGR	POFT	1325	Business Math Using Technology	3
DEGR	POFT	1309	Administrative Office Procedures I	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3

Second Semester

DEGR	POFT	1319	Records and Information Management I	3
DEGR	POFI	2301	Word Processing	3
DEGR	POFT	2312	Business Correspondence and Communication	3
DEGR	POFI	1349	Spreadsheets	3
CORE	ENGL	1301	Composition I	3

Second Year

First Semester				
DEGR	POFI	2331	Desktop Publishing	3
DEGR	POFT	2333	Advanced Keyboarding	3
DEGR	POFT	1349	Administrative Office Procedures II	3
DEGR	ELEC		POFI/POFM/POFT Internship Selection	3

Second Semester

DEGR	BMGT	1325	Office Management	3
DEGR	HRPO	2301	Human Resources Management	3
CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3

Total Hours				60
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