



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

Second Semester

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

Second Year

First Semester

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

Second Semester

DEGR REQ	BMGT 1325	Office Management	3
DEGR REQ	HRPO 2301	Human Resources Management	3
CORE REQ	SPCH	SPCH 1315 or 1321	3
CORE REQ	ELEC	Humanities/Fine Arts Selection	3
CORE REQ	ELEC	Social/Behavioral Science Selection	3
Total Hours			60