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	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**