



**Associate in Applied Science in Office Technology
2013-2014 Degree Plan**

Suggested Course Sequence

60 Credit Hours

| Course Number | Course Title | Prerequisites (See catalog for appropriate test score or grade.) | Semester Completed | Grade | Elective |
|---|---|---|--------------------|-------|----------|
| FIRST SEMESTER (FALL) - 14 CREDIT HOURS * | | | | | |
| PY 13002 | Academic & Career Enrichment | | | | |
| EN 12003 | English Composition I | Fundamentals of Language and Lab or the appropriate placement test score | | | |
| CS 11033 | Computer Fundamentals | Beginning Keyboarding (pre or co-requisite) or keyboarding ability of 20 wpm by touch | | | |
| MA 14093 or MA 14043 | Math Apps for Business or College Algebra | College Algebra: Fundamentals of Algebra II or the appropriate placement test score | | | |
| OT 11043 | Records & Information Mgmt. | | | | |
| SECOND SEMESTER (SPRING) - 15 CREDIT HOURS | | | | | |
| EN 12013 | English Composition II | English Composition I | | | |
| CS 21003 | Spreadsheet Applications | Computer Fundamentals | | | |
| BU 11023 | Decision Strategies | Fundamentals of Language and Lab or the appropriate placement test score | | | |
| OT 21083 | Word Processing-MS Word | Typing speed of 30 wpm | | | |
| | Approved Elective ** | Refer to the specific course. | | | |
| THIRD SEMESTER (FALL) - 15 CREDIT HOURS | | | | | |
| OT 21003 | Business Communications | English Composition I | | | |
| OT 21013 | Advanced Keyboarding | Keyboarding speed of 30 wpm | | | |
| AC 21003 | Principles of Accounting I | | | | |
| BU 11013 | Legal Environment of Business | Fundamentals of Language and Lab or the appropriate placement test score | | | |
| | Approved Elective ** | Refer to the specific course. | | | |
| FOURTH SEMESTER (SPRING) - 16 CREDIT HOURS | | | | | |
| OT 21033 | Office Procedures | Keyboarding speed of 30 wpm | | | |
| EC 21023 | Introduction to Economics | Mathematical Applications for Business or College Algebra | | | |
| OT 21043 | Machine Transcription | Keyboarding speed of 30 wpm | | | |
| CE 21013 | Internship | | | | |
| CE 21041 | Career Management | Completion of at least 45 hours toward declared major. | | | |
| | Approved Elective ** | Refer to the specific course. | | | |

*Prerequisite courses should be completed as early as possible.

** Please see Page 2 for a list of approved electives.

NOTE: To receive an AAS Degree, a C or above is required in English Comp I, English Comp II, and the required math course.

Approved Electives: Choose three from the following list.

- OT 11003 Beginning Keyboarding**
- OT 11073 Data Entry Applications
- OT 21093 Medical Terminology for Transcription
- OT 21103 Human Disease for Transcription
- OT 21113 Legal Aspects of Medical Office
- OT 21133 Legal Terminology for Transcription
- OT 21143 Introduction to Coding
- OT 21153 Advanced Medical Transcription
- AC 21013 Principles of Accounting II
- AC 21033 Computerized Accounting
- AC 21064 Professional Bookkeeping
- BU 11003 Introduction to Business
- BU 21003 Personal Finance
- CS 20193 Database Management
- MK 21043 Customer Service