



**Associate in Applied Science in Office Technology  
2014-2015 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
<b>FIRST SEMESTER (FALL) - 14 CREDIT HOURS</b>					
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.				
<b>SECOND SEMESTER (SPRING) - 15 CREDIT HOURS</b>					
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.			
<b>THIRD SEMESTER (FALL) - 15 CREDIT HOURS</b>					
OT 21003	Business Communications	English Composition I			
OT 21013	Advanced Keyboarding	Keyboarding speed of 30 wpm and knowledge of word processing software			
AC 21003	Principles of Accounting I	Math Apps for Business or College Algebra			
BU 11013	Legal Environment of Business	Fundamentals of Language and Lab or the appropriate placement test score			
	Approved Elective **	Refer to the specific course.			
<b>FOURTH SEMESTER (SPRING) - 16 CREDIT HOURS</b>					
OT 21033	Office Procedures	Keyboarding speed of 30 wpm and knowledge of word processing software			
EC 21023	Survey of Economics	Mathematical Applications for Business or College Algebra			
OT 21043	Machine Transcription	Keyboarding speed of 30 wpm and knowledge of word processing software			
CE 21013	Internship				
CE 21041	Career Management	Completion of at least 45 hours toward declared major.			
	Approved Elective **	Refer to the specific course.			

\*Prerequisites are designed to prepare students for success and must be completed prior to enrollment in the required course.

\*\* 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
- BU 11003 Introduction to Business
- CE 11003 Workplace Essentials
- CS 20193 Database Management
- MK 21043 Customer Service