



**Associate in Applied Science in Office Technology
2015-2016 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	CP02023 & CP02032 Fundamentals of Language and Lab or the appropriate			
CS 11033	Computer Fundamentals	Beginning Keyboarding (pre or co-requisite) or keyboarding ability of 30 nwpm by touch			
MA 14093 or MA 14043	Math Apps for Business or College Algebra	College Algebra: CP04033 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	EN12003 English Composition I			
CS 21003	Spreadsheet Applications	CS11033 Computer Fundamentals			
BU 11023	Decision Strategies	CP02023 & CP02032 Fundamentals of Language and Lab or the appropriate placement test score			
SO 23103	Introduction to Sociology				
	Approved Elective**	Refer to the specific course.			
THIRD SEMESTER (FALL) - 15 CREDIT HOURS					
OT 21083	Word Processing-MS Word	Typing speed of 30 nwpm			
AC 21003	Principles of Accounting I	MA14093 Math Apps for Business or MA 14043 College Algebra			
BU 11013	Legal Environment of Business	CP02023 & CP02032 Fundamentals of Language and Lab or the appropriate placement test score			
OT 21003	Business Communications	EN12003 English Composition I			
	Approved Elective **	Refer to the specific course.			
FOURTH SEMESTER (SPRING) - 16 CREDIT HOURS					
OT 21033	Office Procedures	Keyboarding speed of 30 nwpm and OT21083 Word Processing			
OT 21013	Advanced Keyboarding	Keyboarding speed of 30 nwpm and OT21083 Word Processing			
CE 21013	Internship				
CE 21041	Career Management	Must be taken in the semester of graduation.			
	Approved Elective**	Refer to the specific course.			
	Approved Elective **	Refer to the specific course.			

*Prerequisites must be completed with a grade of C or higher before enrolling in the required course.

NOTE: To receive an Associate of Applied Science degree from Arkansas Northeastern College, a C or higher is required in English Composition I, English Composition II, and the math requirement.

Approved Electives: Choose four from the following list.

- OT 11003 Beginning Keyboarding
- OT 11073 Data Entry Applications
- OT 21043 Machine Transcription
- 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