

## 2010-2011 Requirements for the Associate of Applied Science Degree Office Technology\*

### Legend

- U = Class is open to any student even if placed in CP
- R= Reading level prerequisite required to take this course (or the appropriate placement test score)
- E= English prerequisite required to take this course (or the appropriate placement test score)
- M = Math prerequisite required to take this course (or the appropriate placement test score)
- P = This course has a prerequisite

### College Prep Courses

*Some or all of the following College Prep courses may be required depending on placement test scores. The grades received in these courses (A<sup>^</sup>, B<sup>^</sup>, C<sup>^</sup>, or D<sup>^</sup>) are not used in calculating the GPA. If an F is received it is used in calculating the GPA. No CP courses count toward a degree.*

- U  CP 01003 College Reading Skills
- R  CP 01113 Adv Reading Techniques
- U  CP 02003 College Writing Skills
- U  CP 04003 Basic Mathematics Skills
- M  CP 04783 Beginning Algebra

**\*This worksheet is a guide for this degree (2010-2011 catalog). The Degree Plan in the appropriate catalog should be consulted when making your course selections.**

### Personal Development Required of all first-time, full-time, degree-seeking students

- U  PY 13001 Personal Development

### General Education Core 15 hrs

- E  EN 12003 Eng Comp I
- E  EN 12013 Eng Comp II
- SP 22063 Human Relations
- M  MA 14083 Inter. Algebra
- OR**
- M  MA 14043 College Algebra
- P  CS 11033 Computer Fundamentals

### Division Core 15 hrs

- AC 21003 Principles of Accounting I
- R  BU 11013 Legal Environment of Business
- E  OT 21003 Business Communications
- R  BU 11023 Decision Strategies
- P  CS 21003 Spreadsheet Applications

### Major Core 24 hrs

- BU 11003 Intro to Business
- OT 11043 Records & Info Management
- OT 21083 Word Processing-MS Word
- OT 21013 Advanced Keyboarding
- OT 21093 Medical Terminology for Transcription
- OT 21033 Office Procedures
- OT 21043 Machine Transcription
- CE 21013 Internship

### Approved Electives 9 hrs *Select three courses*

- P  AC 21013 Principles of Accounting II
- P  AC 21033 Computerized Accounting
- AC 21064 Professional Bookkeeping
- R  BU 21003 Personal Finance
- P  CS 21383 Internet Apps I
- MK 21043 Customer Service
- OT 11003 Beginning Keyboarding
- P  OT 11073 Data Entry Applications
- P  OT 21103 Human Disease for Transcription
- OT 21113 Legal Aspects for the Medical Office
- OT 21133 Legal Terminology for Transcription
- P  OT 21143 Introduction to Coding
- P  OT 21153 Advanced Medical Transcription

### Graduation Information

- C or above in EN 12003 Eng Comp I
- C or above in EN 12013 Eng Comp II
- C or above in required math course (MA 14083 Intermediate Algebra or MA 14043 College Algebra)
- GPA of 2.0 or above
- Certification/Competency exams as may be required by the department for the purpose of program assessment
- Submitted application for Graduation to Registrar and paid fee in Business Office
- The last 15 hours completed at ANC
- Completed at least 63 hours