Office Administration Technology A.A.S Degree (A25370)

Student_____ **Advisor:** Barbara Daly
ID Number_____   **Office:** Building 4 Room 9
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English Requirements (6 credit hours)
___ENG 111 (3) Expository Writing
___ENG 115 (3) Oral Communication

Math Placement_____
Reading Placement_____
Writing Placement_____

> ___MAT 060 (4) Essential Mathematics
> ___MAT 070 (4) Introductory Algebra
> ___RED 080 (4) Intro to College Reading
> ___RED 090 (4) Improved College Reading
> ___ENG 080 (4) Writing Foundations
> ENG 090 (3) Composition Strategies

Math Requirements (3 credit hours)
___MAT 115 (3) Mathematical Models

*Developmental courses/pre-requisites may be waived by placement tests or appropriate transfer credit

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General Education Requirements (3 credit hours)
___ACA 115 (1) Success & Study Skills
___CIS 111 (2) Basic PC Literacy

Social Behavioral Sciences (3 credit hours)
___Select One: ECO 251, ECO 252, GEO 111, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, POL 120, PSY 118,
         *PSY 150, *PSY 243, *SOC 210, *SOC 213, *SOC 220

Humanities/Fine Arts (3 credit hours)
___Select One: ART 111, *HUM 115, * HUM 120, *HUM 121, *HUM 160, *HUM 211, MUS 110, *REL 110
         *REL 211, *REL 212

Electives (3 credit hours)
___Take 3 credits: COE 110(1), COE 111(1), COE 112(2), BUS 110(3), BUS 135(3), BUS 153(3), DBA 110(3),
         *DBA 115(3), *OST 236(3), WEB 120(3), WEB 140(3)

Electives (2-4 credit hours)
___Select One: *ACC 120(4), OST 153   *Signifies Courses with a pre-requisites

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Major Courses (50 credit hours)
___BUS 121 (3) Business Math	Pre-Requisite: MAT 60
___BUS 260(3) Business Communication	Pre-Requisite: ENG 111
___CTS 130(3) Spreadsheet	Pre-Requisites: CIS 110 or 111 or OST 137
___CTS 287(3) Emerging Technologies	
___OST 131(2) Keyboarding	
___OST 134(3) Text Entry & Formatting	
___OST 135(4) Adv. Text Entry & Formatting	Pre-Requisite: OST 134
___OST 136(3) Word Processing	
___OST 164(3) Text Editing Applications	
___OST 181(3) Introduction to Office Systems	
___OST 184(3) Records Management	
___OST 223(3) Admin Office Transcription I	Pre-Requisite: OST 164 & 134 or OST 164 & 136
___OST 224(2) Admin Office Transcription II	Pre-Requisite: OST 223
___OST 233(3) Office Publications Design	Pre-Requisite: OST 136
___OST 286(3) Professional Development	
___OST 289(3) Administrative Office Management	Pre-Requisite: OST 164 & 134 or OST 164 & 136
___WEB 140(3) Web Development Tools	