

**Office Technology  
Administrative Assistant  
Associate in Applied Science**

<b>Concentration Requirements</b>			<b>Credit Hours</b>
BUAD	110	Business Communications .....	3
COMP	110	Computer Concepts & Applications .....	3
OTEC	106	Formatting .....	3
OTEC	109	Office Machines .....	1
OTEC	111	Records Management .....	2
OTEC	113	Business Accounting .....	3
OTEC	119	Business Math .....	3
OTEC	121	Office Procedures .....	3
OTEC	122	Coordinated Office Training I.....	1-3
OTEC	123	Coordinated Office Training II <i>or</i> Approved Elective (see adviser).....	3
OTEC	127	Transcription Skills .....	1
OTEC	155	Word Processing Concepts and Applications .....	3
		Concentration Emphasis* .....	2-3
		Concentration Electives* .....	6
<b>Total .....</b>			<b>40-43</b>

<b>General Education Requirements:.....</b>			<b>Credit Hours</b>
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II <i>or</i>	
COMM	101	Fundamentals of Speech .....	3
MATH	106	Applied Math <i>or</i>	
MATH	100	Intermediate Algebra <i>or</i>	
MATH	115	College Algebra.....	3
		General Education Electives .....	12
<b>Total .....</b>			<b>21</b>
<b>Program Total .....</b>			<b>61-64</b>

**\*Concentration Emphasis & Electives**

**Administrative Assistant Emphasis:**

OTEC 136 Office Applications -  
Administrative Assistant (3)

**Administrative Assistant Electives:**

COMP 120 Computer Information Systems (3)  
ACCT 112 Financial Accounting (3)  
ACCT 121 Computer Accounting (3)  
BUAD 101 Introduction to Business (3)  
COMP 130 Introduction to Programming (3)  
COMP 115 Spreadsheet Concepts & Applications (3)

**Legal Administrative Assistant Emphasis:**

OTEC 132 Legal Transcription (2)

**Legal Administrative Assistant Electives:**

OTEC 138 Office Applications - Legal  
BAUD 104 Business Law I (3)  
BAUD 105 Business Law II (3)  
CRIM 137 Criminal Law (3)

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Office Technology  
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Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
MATH 106	Applied Math or
MATH 100	Intermediate Algebra or
MATH 115	College Algebra (3)
COMP 110	Computer Concepts and Applications (3)
Otec 106	Formatting (3)
Otec 109	Office Machines (1)
Otec 111	Records Management (2)
	General Education Elective (3)

**Semester Hours (15) Cumulative Hours (15)**

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
ENGL 101	English Composition I (3)
Otec 119	Business Math (3)
Otec 155	Word Processing Concepts and Applications (3)
COMP 120	Computer Information Systems (3)
	Concentration Electives (3)

**Semester Hours (15) Cumulative Hours (30)**

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II <i>or</i>
COMM 101	Fundamentals of Speech (3)
Otec 113	Business Accounting (3)
Otec 121	Office Procedures (3)
Otec 122	Coordinated Office Training (1-3)
Otec 127	Transcription Skills (1)
	General Education Elective (6)

**Semester Hours (17-19) Cumulative Hours (47-49)**

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
COMP 115	Spreadsheets Concepts and Applications (3)
BUAD 110	Business Communications (3)
Otec 136	Office Applications-Administrative Assistant (3)
Otec 123	Coordinated Office Training II <i>or</i>
Otec 141	Career Portfolio (2-3)
	General Education Elective (3)

**Semester Hours (14-15) Cumulative Hours (61-64)**

**\* College Success Skills should be taken the first semester.**