

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

Concentration Requirements			Credit Hours
OTEC	119	Business Math*	3
OTEC	106	Formatting **	3
OTEC	127	Transcription Skills	1
OTEC	155	Word Processing Concepts and Applications	3
OTEC	109	Office Machines	1
OTEC	113	Business Accounting	3
OTEC	111	Records Management	2
OTEC	121	Office Procedures	3
OTEC	122	Coordinated Office Training I	1-3
OTEC	123	Coordinated Office Training II <i>or</i>	
OTEC	141	Career Portfolio <i>or</i> Approved Elective	2-3
OTEC	136	Office Applications - Administrative Assistant	3
Total Concentration Requirements			25-28

Concentration/Contextual/General Education Electives:			Credit Hours
COMP	120	Computer Information Systems	3
COMP	110	Computer Concepts & Applications	3
COMP	115	Spreadsheets Concepts and Applications	3
BUAD	110	Business Communications	3
		Concentration Elective	3
Total Concentration/Contextual/General Education Electives			15

General Education Requirements:			Credit Hours
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
Total General Education Requirements			9

General Education Elective(s):			Credit Hours
		General Education Electives	12
Program Total			61-64

***Placement test and/or course required**

****If student has not completed one year of keyboarding in high school, he or she should enroll in OTEC 102 College Keyboarding.**

*****Concentration Electives (select 6 credit hours)**

COMP	180	Introduction to Networking (3)
ACCT	121	Computer Accounting (3)
COMP	192	Database Concepts and Applications (3)
COMP	198	PC Troubleshooting (3)
BUAD	101	Introduction to Business (3)
OTEC	141	Career Portfolio (2)
OTEC	115	Human Relations in Business (3)

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 49.

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

Exit Assessment is required for graduation.

**Office Technology
Administrative Assistant
Four Semester Plan**

Semester 1 *

Course #	Course Title
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

Course #	Course Title
ENGL 101	English Comp I (3)
Otec 119	Business Math (3)
COMP 120	Computer Information Systems (3)
Otec 155	Word Processing Concepts and Applications (3)
	Concentration Electives (3)
Semester Hours (15) Cumulative Hours (30)	

Semester 3

Course #	Course Title
ENGL 102	English Comp II or
COMM 101	Speech (3)
Otec 121	Office Procedures (3)
Otec 122	Coordinated Office Training (1-3)
Otec 127	Transcription Skills (1)
Otec 113	Business Accounting (3)
	General Education Elective (3)
Semester Hours (14-16) Cumulative Hours (44-46)	

Semester 4

Course #	Course Title
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 or
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.**

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

Concentration Requirements		Credit Hours
OTEC 106	Formatting	3
OTEC 127	Transcription Skills	1
OTEC 155	Word Processing Concepts and Applications.....	3
OTEC 109	Office Machines	1
OTEC 113	Business Accounting	3
OTEC 111	Records Management	2
OTEC 121	Office Procedures	3
OTEC 135	Office Applications: Clerical	3
OTEC 122	Coordinated Office Training I.....	1-3
OTEC 123	Coordinated Office Training II	2-3
OTEC 141	Career Portfolio	3
Total Concentration Requirements.....		25-28
Concentration/Contextual/General Education Electives:		Credit Hours
ACCT 121	Computer Accounting	3
COMP 115	Spreadsheet Concepts and Applications.....	3
BUAD 110	Business Communications	3
Total Concentration/Contextual/General Education Electives:		9
General Education Requirements		
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II <i>or</i>	
COMM 101	Fundamentals of Speech	3
MATH 106	Applied Mathematics <i>or</i>	
MATH 100	Intermediate Algebra <i>or</i>	
MATH 115	College Algebra	3
COMP 110	Computer Concepts and Applications	3
Total General Education Electives		12
Program Total		61-63

*Placement test and/or course required

**If student has not completed one year of keyboarding in high school, he or she should enroll in OE 0587 College Keyboarding.

***Concentration Electives (select 15 credit hours)

OTEC 119	Business Math (3)
COMP 120	Computer Information Systems (3)
COMP 115	Spreadsheets Concepts and App (3)
BUAD 110	Business Communications (3)
ACCT 121	Computer Accounting (3)

General Ed Elective(s):

COMP 110	Computer Concepts & Applications (3)
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*For a listing of all General Education Electives, see page 49.
College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.
Exit Assessment is required for graduation.*

**Office Technology
Clerical Assistant
Four Semester Plan**

Semester 1 *

Course #	Course Title
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

Course #	Course Title
ENGL 101	English Comp I (3)
OTEC 119	Business Math (3)
COMP 115	Spreadsheets Concepts and Applications (3)
OTEC 155	Word Processing Concepts and Applications (3)
	General Education Electives (6)
	Semester Hours (18) Cumulative Hours (33)

Semester 3

Course #	Course Title
ENGL 102	English Comp II or
COMM 101	Speech (3)
OTEC 121	Office Procedures (3)
OTEC 122	Coordinated Office Training (1-3)
OTEC 127	Transcription Skills (1)
OTEC 113	Business Accounting (3)
	General Education Elective (3)
	Semester Hours (14-16) Cumulative Hours (44-46)

Semester 4

Course #	Course Title
ACCT 121	Computer Accounting (3)
BUAD 110	Business Communications (3)
OTEC 135	Office Applications-Clerical(3)
OTEC 123	Coordinated Office Training II (3)
OTEC 141	Career Portfolio or approved elective (2-3)
	Semester Hours (14-15) Cumulative Hours (61-63)

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

**Office Technology
Clerical Assistant Certificate**

Concentration Requirements		Credit Hours
OTEC 102	College Keyboarding	3
OTEC 119	Business Math*	3
OTEC 106	Formatting **	3
COMP 115	Spreadsheet Concepts and Applications.....	3
COMP 110	Computer Concepts and Applications.....	3
OTEC 109	Office Machines	1
OTEC 113	Business Accounting	3
OTEC 111	Records Management	2
	Elective.....	2
Total.....		24

***Placement test and/or course required**

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
Legal Administrative Assistant
Associate in Applied Science**

Concentration Requirements			Credit Hours
CODE	COURSE#	COURSE TITLE	
OTEC	106	Formatting*	3
OTEC	127	Transcription Skills	1
OTEC	155	Word Processing Concepts and Applications	3
OTEC	109	Office Machines	1
OTEC	113	Business Accounting	3
OTEC	111	Records Management	2
OTEC	121	Office Procedures	3
OTEC	122	Coordinated Office Training I	1-3
OTEC	123	Coordinated Office Training II <i>or</i>	
OTEC	141	Career Portfolio <i>or</i> (see advisor for approved elective)	2-3
OTEC	132	Legal Transcription	2
OTEC	138	Office Applications - Legal	3
Total Concentration Requirements			24-27
Concentration/Contextual/General Education Electives:			Credit Hours
CODE	COURSE#	COURSE TITLE	
COMP	110	Computer Concepts and Applications	3
BUAD	104	Business Law I	3
BUAD	105	Business Law II <i>or</i>	
CRIM	137	Criminal Law	3
BUAD	110	Business Communications	3
OTEC	119	Business Math	3
Total Concentration/Contextual/General Education Electives			15
General Education Requirements			Credit Hours
CODE	COURSE#	COURSE TITLE	
ENGL	101	English Composition I	3
ENGL	102	English Composition II <i>or</i>	
COMM	101	Fundamentals of Speech	3
MATH	106	Applies Math <i>or</i>	
MATH	100	Intermediate Algebra <i>or</i>	
MATH	115	College Algebra	3
Total General Education Electives			9

General Education Electives 12..... Program Total 60-63

***If student has not completed one year of keyboarding in high school, he or she should enroll in OTEC 102 College Keyboarding.**

****Placement test and/or course required**

*****Concentration Electives (select 3 credit hours)**

COMP	180	Introduction to Networking (3)
ACCT	121	Computer Accounting (3)
COMP	192	Database Concepts and Applications (3)
COMP	198	PC Troubleshooting (3)
COMP	115	Spreadsheet Concepts and Applications (3)
OTEC	115	Human Relations in Business (3)
OTEC	141	Career Portfolio (2)
BUAD	101	Introduction to Business (3)

For a listing of all General Education Electives, see page 49.

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

Exit Assessment is required for graduation.

**Office Technology
Legal Administrative Assistant
Four Semester Plan**

Semester 1 *

Course #	Course Title
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

Course #	Course Title
ENGL 101	English Comp I (3)
OTEC 119	Business Math (3)
OTEC 155	Word Processing Concepts and Applications (3)
	General Education Electives (6)
	Semester Hours (15) Cumulative Hours (30)

Semester 3

Course #	Course Title
ENGL 102	English Comp II or
COMM 101	Speech (3)
OTEC 121	Office Procedures (3)
OTEC 122	Coordinated Office Training I (1-3)
OTEC 127	Transcription Skills (1)
OTEC 113	Business Accounting (3)
BUAD 104	Business Law (3)
	Semester Hours (16-18) Cumulative Hours (46-48)

Semester 4

Course #	Course Title
BUAD 105	Business Law II or
CRIM 137	Criminal Law (3)
OTEC 132	Legal Transcriptions (2)
BUAD 110	Business Communications (3)
OTEC 138	Office Applications-Legal Administrative Assistant (3)
OTEC 123	Coordinated Office Training II or
OTEC 141	Career Portfolio or approved elective (2-3)
	General Education Elective (3)
	Semester Hours (16-17) Cumulative Hours (62-65)

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

Office Technology
Medical Administrative Assistant
Associate in Applied Science

Concentration Requirements			Credit Hours
CODE	COURSE #	COURSE TITLE	
OTEC	106	Formatting *	3
OTEC	127	Transcription Skills	1
OTEC	109	Office Machines	1
OTEC	111	Records Management	2
OTEC	121	Office Procedures	3
OTEC	122	Coordinated Office Training I.....	1-3
OTEC	123	Coordinated Office Training II or	
OTEC	141	Career Portfolio or Approved Elective.....	2-3
OTEC	137	Office Applications - Medical Administrative Assistant.....	3
OTEC	128	Medical Transcription*	2
OTEC	125	Medical Terminology	3
OTEC	133	Medical Coding I*	3
Total Concentration Requirements			24-27
Concentration/Contextual/General Education Electives:			Credit Hours
CODE	COURSE#	COURSE TITLE	
COMP	110	Computer Concepts and Applications	3
BUAD	110	Business Communications	3
OTEC	119	Business Math*	3
OTEC	113	Business Accounting	3
OTEC	155	Word Processing Concepts and Applications.....	3
Total Concentration/Contextual/General Education Elective.....			15
General Education Requirements:			Credit Hours
CODE	COURSE#	COURSE TITLE	
ENGL	101	English Composition I.....	3
ENGL	102	English Composition II or	
COMM	101	Fundamentals of Speech	3
MATH	106	Applied Math or	
MATH	100	Intermediate Algebra or	
MATH	115	College Algebra.....	3
Total General Education Requirements			9
General Education Elective(s):			Credit Hours
CODE	COURSE#	COURSE TITLE	
BIOL	130	Anatomy & Physiology	5
General Education Electives			9
Total General Education Electives			14
Program Total.....			62-65

***If student has not completed one year of keyboarding in high school, he or she should enroll in OTEC 102 College Keyboarding.**

****Placement test and/or course required**

*****Concentration Electives (select 2-3 credit hours)**

OTEC 133	Medical Coding II (3)	OTEC 141	Career Portfolio (3)
OTEC 107	Medical Document Formatting (3)	BUAD 101	Introduction to Business (3)
COMP 121	Computer Accounting (3)	OTEC 115	Human Relations in Business (3)
COMP 192	Database Concepts and Applications (3)		
OTEC 125	Advanced Medical Terminology (3)		
OTEC 130	Advanced Medical Transcription (3)		
OTEC 142	Pharmacology & Laboratory Medicine for Medical Transcription		
COMP 115	Spreadsheet Concepts and Applications (3)		

For a listing of all General Education Electives, see page 49.

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

Exit Assessment is required for graduation.

**Office Technology
Medical Administrative Assistant
Four Semester Plan**

Semester 1 *

Course #	Course Title
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)
OTEC 124	Medical Terminology (3)
	General Education Electives (3)
Semester Hours (18) Cumulative Hours (18)	

Semester 2

Course #	Course Title
ENGL 101	English Comp I (3)
OTEC 119	Business Math (3)
OTEC 155	Word Processing Concepts and Applications (3)
BIOL 130	Anatomy & Physiology (5)
Semester Hours (14) Cumulative Hours (32)	

Semester 3

Course #	Course Title
ENGL 102	English Comp II or
COMM 101	Speech (3)
OTEC 121	Office Procedures (3)
OTEC 122	Coordinated Office Training I (1-3)
OTEC 127	Transcription Skills (1)
OTEC 128	Medical Transcription (2)
OTEC 113	Business Accounting (3)
OTEC 133	Medical Coding I (3)
Semester Hours (16-18) Cumulative Hours (48-50)	

Semester 4

Course #	Course Title
BUAD 110	Business Communications (3)
OTEC 137	Office Applications: Medical Administrative Assistant (3)
OTEC 123	Coordinated Office Training II or
OTEC 141	Career Portfolio or approved elective (2-3)
	General Education Elective (6)
Semester Hours (17-18) Cumulative Hours (62-65)	

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

**Office Technology
Medical Administrative Assistant Certificate**

Concentration Requirements	Credit Hours
OTEC 106 Formatting *	3
OTEC 155 Word Processing Concepts and Applications.....	3
OTEC 124 Medical Terminology	3
OTEC 109 Office Machines	1
OTEC 111 Records Management.....	2
OTEC 133 Medical Coding I.....	3
OTEC 128 Medical Transcription	2
OTEC 127 Transcription Skills	1
COMP 110 Computer Concepts and Applications.....	3
Electives**	6
Total.....	27

****If student has not completed one year of keyboarding in high school, he or she should enroll in OE 0587 College Keyboarding.**

**** Electives (select 2 courses)**

COMP 115	Spreadsheet Concepts and Applications (3)
OTEC 113	Business Accounting (3)
COMP 180	Introduction to Networking (3)
OTEC 133	Medical Coding II (3)
COMP 192	Database Concepts and Applications (3)
OTEC 119	Business Math (3)
OTEC 107	Medical Document Formatting (3)
OTEC 124	Advanced Medical Terminology (3)
OTEC 131	Advanced Medical Transcription (3)
OTEC 142	Pharmacology & Laboratory Medicine for Medical Transcription (3)

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

**Office Technology
Medical Transcriptionist Certificate**

Concentration Requirements			Credit Hours
BIOL	130	Anatomy and Physiology	5
OTEC	124	Medical Terminology*	3
OTEC	127	Transcription Skills	1
OTEC	128	Medical Transcription	2
OTEC	106	Formatting	3
BUAD	110	Business Communications <i>or</i>	
ENGL	101	English Composition I.....	3
OTEC	107	Medical Documents Formatting**	3
OTEC	125	Advanced Medical Terminology.....	3
OTEC	130	Advanced Medical Transcription	3
OTEC	142	Pharmacology & Laboratory Medicine for Medical Transcription	3
OTEC	122	Coordinated Office Training I***	1-3
Total.....			30-32

*Students will have problems taking Medical Terminology and Medical Transcription in the same semester. At the current time it is recommended that Medical Terminology is completed prior to enrollment in Medical Transcription.

**Students would only be allowed to take the approved substitutions if student-typing speed is within the 70-75 WPM range. Approved substitutions with permission from advisor:

OTEC 133 Medical Coding I

OTEC 134 Medical Coding II

OTEC 155 Word Processing Concepts and Applications

***Students can enroll in Office Training I for 3 hours if student has employment in the medical transcription field.

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