

**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  
Administrative Assistant**  
Associate in Applied Science  
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.**

## Office Technology Clerical Assistant Certificate

<b>Concentration Requirements</b>			<b>Credit Hours</b>
OTEC	102	College Keyboarding .....	3
OTEC	106	Formatting .....	3
OTEC	109	Office Machines .....	1
OTEC	111	Records Management .....	2
OTEC	119	Business Math* .....	3
COMP	110	Computer Concepts and Applications .....	3
COMP	115	Spreadsheet Concepts and Applications .....	3
		Concentration Electives * .....	6
<b>Total .....</b>			<b>24</b>

**\*Concentration Electives**

OTEC	103	Microcomputer Application I (3)	
OTEC	113	Business Accounting (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)	
BUAD	110	Business Communications (3)	

*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**  
**Medical Administrative Assistant**  
Associate in Applied Science

<b>Concentration Requirements</b>			<b>Credit Hours</b>
BUAD	110	Business Communications .....	3
COMP	110	Computer Concepts and 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>	
OTEC	141	Career Portfolio <i>or</i> Approved Elective (see adviser) .....	2-3
OTEC	124	Medical Terminology .....	3
OTEC	127	Transcription Skills .....	1
OTEC	128	Medical Transcription* .....	2
OTEC	133	Medical Coding I .....	3
OTEC	137	Office Applications - Medical Administrative Assistant .....	3
OTEC	155	Word Processing Concepts and Applications .....	3
<b>Total .....</b>			<b>39-42</b>

<b>General Education Requirements</b>			<b>Credit Hours</b>
BIOL	130	Anatomy & Physiology .....	5
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 .....
			9
<b>Total .....</b>			<b>23</b>
<b>Program Total .....</b>			<b>62-65</b>

**\*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**

*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**  
**Medical Administrative Assistant**  
Associate in Applied Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
MATH 106	Applied Math <i>or</i>
MATH 100	Intermediate Algebra <i>or</i>
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)
BIOL 130	Anatomy & Physiology (5)

**Semester Hours (17) Cumulative Hours (17)**

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
ENGL 101	English Comp I (3)
OTEC 119	Business Math (3)
OTEC 124	Medical Terminology (3)
OTEC 155	Word Processing Concepts and Applications (3)
	General Education Elective (3)

**Semester Hours (15) Cumulative Hours (32)**

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Comp II <i>or</i>
COMM 101	Speech (3)
OTEC 113	Business Accounting (3)
OTEC 121	Office Procedures (3)
OTEC 122	Coordinated Office Training I (1-3)
OTEC 127	Transcription Skills (1)
OTEC 128	Medical Transcription (2)
	General Education Electives (3)

**Semester Hours (16-18) Cumulative Hours (48-50)**

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
BUAD 110	Business Communications (3)
OTEC 123	Coordinated Office Training II <i>or</i>
OTEC 141	Career Portfolio or approved elective (2-3)
OTEC 133	Medical Coding I (3)
OTEC 137	Office Applications: Medical Administrative Assistant (3)
	General Education Elective (3)

**Semester Hours (14-15) Cumulative Hours (62-65)**

- **College Success Skills should be taken the first semester.**  
Membership in SkillsUSA is encouraged.

**Office Technology  
Medical Administrative Assistant Certificate**

<b>Concentration Requirements</b>	<b>Credit Hours</b>
OTEC 106    Formatting * .....	3
OTEC 124    Medical Terminology .....	3
OTEC 128    Medical Transcription.....	2
OTEC 127    Transcription Skills.....	1
Concentration Emphasis in Medical Administrative Assistant .....	18
<i>or</i>	
Concentration Emphasis in Medical Transcription .....	21-23
<b>Total .....</b>	<b>27-32</b>

**\*Concentration**

**Medical Administrative Assistant Emphasis CERT A**

OTEC 109	Office Machines
OTEC 111	Records Management (3)
OTEC 133	Medical Coding II (3)
OTEC 134	Medical Coding II (3) <i>or</i> OTEC 125 <i>Advanced Medical Terminology</i> (3)
OTEC 137	Office Application - Medical Administrative Assistant (3)
OTEC 155	Word Processing Application & Processing (3) <i>or</i>
OTEC 122	OTEC Coordinating Office Training I (3)
COMP 110	Computer Concepts & Applications (3)

**Medical Transcription Emphasis CERT B**

OTEC 107	Medical Document Formatting (3)
OTEC 122	Coordinated Office Training I (1-3)
OTEC 125	Advanced Medical Terminology (3)
OTEC 131	Advanced Medical Transcription (3)
OTEC 142	Pharmacology & Laboratory Medicine for Medical Transcription (3)
BIOL 130	Anatomy and Physiology (5)
BUAD 110	Business Communication (3) <i>or</i>
ENGL 101	English Composition I (3)

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