Office Administration & Tech A.A.S. Degree

REMEDIAL SEQUENCE (if required)
- ESL 1 (8)  |  ESL 2 (6)  |  ESL 3 (6)  |  ENG 9 (4)
- ENG 1 (4)  |  ENG 2 (4)
- RDL 1 (4)  |  RDL 2 (6)
- MTH 1 (4)  |  MTH 5 (6)
- CHM 2 (4)

GRADUATION REQUIREMENTS
- GPA ≥ 2.0  |  Writing Intensive 1  |  Writing Intensive 2

REQUIRED FRESHMAN SEMINAR
- FYS 11

PATHWAYS REQUIRED CORE (course list available online)
- A  |  English Composition ENG 110/111  |  3
- B.  |  Mathematical and Quantitative Reasoning MTH 21/23  |  3
- C.  |  Life and Physical Sciences AST 111 + 101, BIO 11, CHM 11, CHM 17, ENV 11, ESE 11, ESE 12, ESE 13, PHY 110 OR PHY 11  |  4

PATHWAYS FLEXIBLE CORE (course list available online)
- A  |  World Cultures and Global Issues HIS 10/11  |  3
- D  |  Individual and Society COMM 11  |  3
- A-E  |  Select two 3 credit courses from Flexible Core A through E  |  6

Pathways Total: 22

RECOMMENDED 2-YEAR ACADEMIC PLAN

SEMMESTER I Freshman
- ENG 110 OR ENG 111  |  Fundamentals of Composition and Rhetoric OR Composition and Rhetoric (Required Core A)  |  3
- DAT 10  |  Computer Fundamentals and Applications  |  3
- COMM 11  |  Fundamental of Interpersonal Communication (Flexible Core D)  |  3
- BUS 10A OR BUS 110  |  Introduction to Business OR Introduction to Business Fundamentals  |  3
- FYS 11  |  First Year Seminar  |  0-1
- KEY 10  |  Keyboarding for Computers  |  1
- Flexible Core A-E  |  Select ONE course from any Flexible Core A-E  |  3

Subtotal: 16-17

SEMMESTER II Freshman
- KEY 11  |  Document Formatting and Speed Development  |  2
- WPR 11  |  Transcription for Business  |  3
- WPR 21  |  Word Processing Applications  |  3
- BUS 13  |  Web Development  |  3
- MTH 21# OR MTH 23#  |  Survey of Mathematics OR Probability and Quantitative Reasoning (Required Core B)#  |  3

Subtotal: 14

SEMMESTER III Sophomore
- SEC 35  |  Medical Office Procedures and Management  |  2
- BUS 11#  |  Applications of Mathematics for Business#  |  3
- Life and Physical Sciences*  |  AST 111, BIO 11, CHM 110, CHM 17, ENV 11, ESE 11, ESE 12, ESE 13, PHY 110 OR PHY 11 (Required Core C)*  |  3-4
- Lab#  |  Lab Science Class#  |  0-1
- CWE 31#  |  College Work Experience#  |  2
- WPR 24#  |  Presentations for Business#  |  3

Subtotal: 14

SEMMESTER IV Sophomore
- BUS 51  |  Principles of Management  |  3
- DAT 36  |  Microcomputer Spreadsheet Applications  |  3
- HIS 10 OR HIS 110  |  History of the Modern World OR Introduction to the Modern World  |  3
- Free Elective  |  Free Elective to complete 60 or 61 credits  |  1
- Flexible Core A-E  |  Select ONE course from a different Flexible Core Area#  |  3
- COM 31  |  Business Communications  |  3

Subtotal: 16

TOTAL: 60-61

This document is for advisement purposes only and does not represent an official listing of degree requirements; please consult the college catalog and the on-line degree audit.