

NAME: _____

A.A.S. BUSINESS: OFFICE TECHNOLOGY

(HEGIS 5005)



I. PROGRAM CORE COURSES (36/37 credits)	CREDITS	SEMESTER	GRADE
A. OFT 101 Beginning Keyboarding (*must achieve "C"/73% or higher to enter OFT 102) OR Core Elective BUS, CIS, or OFT(based on placement)	3		
B. OFT 102 Intermediate Keyboarding*	3		
C. OFT 118 Machine Transcription	3		
D. BUS 154 Small Business Accounting or BUS 101 Accounting I	3/4		
E. OFT 140 Office Procedures and Administration	3		
F. CIS 130 Concepts of Windows Based Software	3		
G. CIS 200 Desktop Publishing OR CIS 220 Database Design	3		
H. BUS 110 Business Mathematics	3		
I. BUS 220 Business Communications	3		
J. OFT/BUS/CIS Electives (6 credits)			
1.	3		
2.	3		
K. OFT/BUS/CIS Elective or HEA 200 Medical Terminology			
1.	3		
II. LIBERAL ARTS AND SCIENCE (21/22 credits)	CREDITS	SEMESTER	GRADE
A. SOCIAL SCIENCE (3 credits) Select from: ANT, ECO, GEO, HIS, PSY or SOC (PSY138 Psychology of Human Relations is recommended)			
1.	3		
B. HUMANITIES (6 credits)			
1. ENG 101 English Composition I	3		
2. ELECTIVE (3 credits) Select from: ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI or SPA (ENG 105 Speech Fundamentals is recommended)	3		
C. MATHEMATICS (3 credits) (Note: MAT 095 & MAT 100 do not meet Mathematics requirement.)			
1. MAT	3		
D. NATURAL SCIENCE (3-4 credits) Select from: ANT140BIO, CHE, EAS, PHY or SCI			
1.	3/4		
E. LIBERAL ARTS and SCIENCE ELECTIVES (6 credits) Select from: ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG 100), FRE, GEO, HIS, HUM, MAT (except MAT 095 or MAT 100), MUS, PHI, PHY, POS, PSY, SCI, SOC or SPA			
1.	3		
2.	3		
III. GENERAL ELECTIVES (6 credits)	CREDITS	SEMESTER	GRADE
Select any credit courses offered at the College (Note: ENG 100 & MAT100 are General Electives)			
1.	3		
2.	3		
IV. PHYSICAL HEALTH (2 credits)	CREDITS	SEMESTER	GRADE
Select from: PED or HED courses			
1.			
2.			

MINIMUM TOTAL CREDITS 65/66/67