

## Associate in Applied Science

### Office Technology Business Administrative Technology- Administrative Assistant

<b>General Education Requirements</b>			
At least 15 credit hours from at least 3 of the 5 General Education curriculum areas.			

<b>Written/Oral Communications</b>				
<input type="checkbox"/>	ENGL	1200	Business English (or)	3
<input type="checkbox"/>	ENG	1204	English Composition I	3
<input type="checkbox"/>	ENGL	1236	Technical Communications (or)	3
<input type="checkbox"/>	ENGL	1026	English Composition II	3
<input type="checkbox"/>	COMM	1200	Interpersonal Communications	3
<input type="checkbox"/>	COMM	1230	Public Speaking	3
<b>TOTAL</b>				<b>9</b>

<b>Humanities</b>				
<b>FINE ARTS</b>				
<input type="checkbox"/>				
<b>LANGUAGE ARTS</b>				
<input type="checkbox"/>				
<b>PHILOSOPHY/HISTORY/RELIGION</b>				
<input type="checkbox"/>				
<b>TOTAL</b>				

<b>Social and Behavioral Sciences</b>				
<b>SOCIAL SCIENCE</b>				
<input type="checkbox"/>				
<b>BEHAVIORAL SCIENCE</b>				
<input type="checkbox"/>				
<b>ECONOMICS/POLITICAL SCIENCE</b>				
<input type="checkbox"/>	ECON	1615	Personal Finance	3
<input checked="" type="checkbox"/>	<del>ECON</del>	<del>1610</del>	<del>Principles of Macroeconomics (or)</del>	<del>3</del>
<input checked="" type="checkbox"/>	<del>ECON</del>	<del>1612</del>	<del>Principles of Microeconomics</del>	<del>3</del>
<b>TOTAL</b>				<b>3</b>

<b>Mathematics/ Natural Science</b>				
<input type="checkbox"/>	MATH	1819	Business Mathematics (or)	3
<input type="checkbox"/>	MATH	1806	Technical Mathematics (or)	3
<input type="checkbox"/>	MATH	1824	Intermediate Algebra (or)	3
<input type="checkbox"/>	MATH	1828	College Algebra	3
<b>TOTAL</b>				<b>3</b>

<b>Physical Education or Health</b>				
<input type="checkbox"/>				
<b>TOTAL</b>				

<b>Major Requirements</b>				
<input type="checkbox"/>	BSTC	1036	Computer Concepts and Applications	3
<input type="checkbox"/>	BSTC	1023	Database Management	3
<input type="checkbox"/>	BSTC	1685	Spreadsheet Applications	3
<input type="checkbox"/>	OFTC	1695	Word Processing Applications	3
<input type="checkbox"/>	ACCT	1602	General Accounting (or)	3
<input type="checkbox"/>	ACCT	1614	Accounting I	3
<input type="checkbox"/>	OFTC	1650	Ten Key Mastery	1
<input type="checkbox"/>	OFTC	1621	<del>Applied Office Business Administrative Procedures</del>	<del>3</del>
<input type="checkbox"/>	OFTC	1666	Records Management	3
<input checked="" type="checkbox"/>	<del>OFTC</del>	<del>1644</del>	<del>Transcribing Machines</del>	<del>3</del>
<input type="checkbox"/>	BUSI	1807	Customer Service	3
<input checked="" type="checkbox"/>	<del>BSTC</del>	<del>1687</del>	<del>Desktop Publishing</del>	<del>3</del>
<input type="checkbox"/>	BUSI	1607	Business Ethics	3
<input type="checkbox"/>	BUSI	1616	Business Communications	3
<input type="checkbox"/>	BUSI	1703	Human Relations in Business	3
<input type="checkbox"/>	BSTC	1702	Supervisory Development	3
<input type="checkbox"/>	OFTC	1603	Keyboarding II	3
<input type="checkbox"/>	LANG	1933	Spanish for the Workforce	2
<b>TOTAL</b>				<b>42</b>

<b>Major Electives</b>				
<input type="checkbox"/>	OFTC	1601	Keyboarding I	3
<input checked="" type="checkbox"/>	<del>OFTC</del>	<del>1603</del>	<del>Keyboarding II</del>	<del>3</del>
<input type="checkbox"/>	OFTC	1648	Refresher Keyboarding	1
<input type="checkbox"/>	BSTC	1001	Introduction to Computers	3
<input type="checkbox"/>	BUSI	1608	Business Law	3
<input type="checkbox"/>	BUSI	1600	Introduction to Business	3
<input type="checkbox"/>	BUSI	1802	Payroll Procedures	3
<input checked="" type="checkbox"/>	<del>BUSI</del>	<del>1703</del>	<del>Human Relations in Business</del>	<del>3</del>
<input type="checkbox"/>	BSTC	1643	Human Resource Management	3
<input checked="" type="checkbox"/>	<del>GRAP</del>	<del>1047</del>	<del>Multimedia Design</del>	<del>3</del>
<input type="checkbox"/>	GRPH	1048	Multimedia Presentations	3
<input type="checkbox"/>	ACCT	1611	Microcomputer Accounting Apps	3
<input type="checkbox"/>	ACCT	1616	Accounting II	3
<input checked="" type="checkbox"/>	<del>BSTC</del>	<del>1027</del>	<del>Information Superhighway</del>	<del>3</del>
<input checked="" type="checkbox"/>	<del>LANG</del>	<del>1933</del>	<del>Spanish for the Workforce</del>	<del>2</del>
<b>TOTAL</b>				<b>7</b>

<b>Other Electives</b>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<b>TOTAL</b>				