

Associate of Science in Office Technology – Semester Breakdown

Year 1					
Semester 1			Semester 2		
Course #	Course Name	Credits	Course #	Course Name	Credits
EN__	English Composition Requirement	3	CS__	Computer Literacy Requirement	3
MA__	Mathematics Requirement	3-4	PY125	Interpersonal Relations	3
OA101	Keyboarding and Document Processing	3	OA130	Information Processing	3
OA109	Business Math Using Excel	3		Professional Elective	3
	Professional Elective	3		Professional Elective	3
Total		15-16		Total	15
Year 2					
Semester 3			Semester 4		
Course #	Course Name	Credits	Course #	Course Name	Credits
OA211	Business Communication	3		Humanities & Fine Arts	3-4
OA103	Filing Systems	3	SM108	Introduction to Business	3
	Natural & Physical Sciences Requirement	4	OA230	Advanced Information Processing	3
OA210	Database Management	3	SM208	Personnel Supervision	3
OA220	Spreadsheet Systems	3	OA250	Office Procedures	3
Total		16		Total	15-16
Year 1 Total		30-31	Year 2 Total		31-32
Program Total					61-63