

## Associate in Applied Science Degree - Business Technology Office Technology Option

This program is designed for students who wish to enter the job market after completing approximately two years of study. The Associate of Applied Science Degree prepares students to assume office support positions or to update or enhance current job skills. Students may utilize their electives to provide an emphasis in medical office careers. Students can use the transcription courses in the program to emphasize either medical office or legal office background.

| First Semester                    | Credit Hours |
|-----------------------------------|--------------|
| EN 12003 English Composition I    | 3            |
| CS 11033 Computer Fundamentals    | 3*           |
| SP 22063 Human Relations          | 3            |
| BU 11003 Introduction to Business | 3            |
| BU 11023 Decision Strategies      | 3            |
| <b>Total Credit Hours:</b>        | <b>15</b>    |

| Second Semester  | Credit Hours |
|--|--------------|
| EN 12023 Technical Writing   |              |
| OR EN 12013 English Composition II   | 3            |
| CS 21003 Spreadsheet Applications  | 3            |
| MA 14013 Math for Business & Technical Programs OR MA14043 College Algebra | 3            |
| OT 11043 Records Systems & Management                                      | 3            |
| OT 21083 Word Processing-MS Word   | 3            |
| Major elective   | 3            |
| <b>Total Credit Hours:</b>   | <b>18</b>    |

| Third Semester   | Credit Hours |
|--|--------------|
| OT 21003 Business Communications                                     | 3            |
| OT 21073 Keyboarding App w/Data Entry                                | 3            |
| AC 11003 Survey of Accounting OR AC 21003 Principles of Accounting I | 3            |
| OT 21043 Machine Transcription                                       | 3            |
| OT 21093 Terminology for Transcription                               | 3            |
| <b>Total Credit Hours:</b>   | <b>15</b>    |

| Fourth Semester                        | Credit Hours |
|--|--------------|
| OT 21003 Office Procedures             | 3            |
| BU 11013 Legal Environment of Business | 3            |
| CE 21013 Internship                    | 3            |
| Major elective                         | 3            |
| Major elective                         | 3            |
| <b>Total Credit Hours:</b>             | <b>15</b>    |

| Approved Electives: (minimum of 12 hours)     |   |
|---|---|
| OT 11003 Beginning Keyboarding                | 3 |
| AC 21064 Professional Bookkeeping             | 4 |
| BU 21003 Personal Finance                     | 3 |
| CS 11081 Introduction to Windows              | 1 |
| OT 21123 Desktop Publishing                   | 3 |
| CS 21093 Database Management                  | 3 |
| CS 21303 Introduction to Multimedia           | 3 |
| CS 21383 Internet Applications I              | 3 |
| CS 21423 Internet Applications II             | 3 |
| MK 21043 Customer Service                     | 3 |
| OT 11061 The Total Office                     | 1 |
| OT 11071 Data Entry Skillbuilding             | 1 |
| OT 21103 Human Disease for Transcription      | 3 |
| OT 21113 Legal Aspects for the Medical Office | 3 |

\*OT 11003 Beginning Keyboarding is required for students who cannot type 30 words per minute within error limits. If required, this course may count as three elective hours and CS11033 Computer Fundamentals should be taken during the second semester with CS 21003 Spreadsheet Applications being taken in the fourth semester.

All candidates for the Associate in Applied Science Degree, Office Technology option, must successfully complete the Office Proficiency Assessment and Certification Test (OPAC), utilizing standards recommended by the International Association for Administrative Professionals and the ANC Division of Technical Programs & Training.

The ANC Testing Center offers students the opportunity to earn additional professional credentials by sitting for nationally certified examinations, including all components of the Microsoft Office Specialist certification program. Contact the Division of Technical Programs & Training for more details.

| Curriculum Summary:            |           |
|--------------------------------|-----------|
| General Education Requirements | 15        |
| Division Requirements          | 15        |
| Major Requirements             | 24        |
| Electives                      | 9         |
| <b>Total Credit Hours</b>      | <b>63</b> |