Degree Pathway

A.A.S. Degree in Office Administration and Technology - Catalog Year 2022-23

The number of credits you take each year will determine when you graduate. To graduate on time, you are strongly encouraged to enroll in at least 30 credits toward your degree during the calendar year, including fall and spring semesters and winter and summer sessions. This Degree Pathway is designed for students who place into **MA-321**. An additional Degree pathway is available for students who must complete developmental math or English. Please see the degree website or your advisor for more information.

Courses in **Bold Text** are prerequisites for later courses or are only offered in the Fall or Spring term and should be taken where indicated in the sequence.

Fall Semester #1

Courses	Credits	Prerequisites and Corequisites[1]
ENGL-101 English Composition I (Required Core 1A – English Composition)	3	Prerequisite: Complete developmental requirements in English
MA-321 Mathematics in Contemporary Society (Required Core 1B – Mathematics and Quantitative Reasoning)	3	Prerequisite: Complete developmental requirements in Math
BU-850 Fundamentals of Microsoft Windows	1	None
BU-859 Corresponding in the Digital World (Offered Fall Only)	3	None
CIS-101 Introduction to Computers and Applications	3	None
Free Electives	2	Check individual courses for prerequisites and corequisites
Total credits for the term	**15**	

Spring Semester #1

Courses	Credits	Prerequisites and Corequisites[1]
ENGL-102 English Composition II (Required Core 1A: English Composition)	3	Prerequisite: ENGL-101 or placement
BU-201 Business Organization and Management	3	None
BU-804 Administrative Office Procedures (Offered Spring Only)	3	None
BU-860 Professional Business Career Development and the Virtual Office	3	None
BU-906 Advanced Microsoft Office (Offered Spring Only)	3	Prerequisite: CIS-101
Total credits for the term	**15**	

Fall Semester #2

Courses	Credits	Prerequisites and Corequisites[1]
BU-812 Transcription and Dictation of Business Documents	2	None
BU-907 Word Processing	3	None
Business or CIS elective[3]	3-4	Check individual courses for prerequisites and corequisites
One course from Required Core 1C: Life & Physical Sciences	3-4	Check individual courses for prerequisites and corequisites
Science Laboratory course[2]	0-1	Corequisite: 3-credit Science course in Required Core 1C
SP-211 Speech Communication (Flexible Core 2B)	3	None
Total credits for the term	**15-16**	

Spring Semester #2

Courses	Credits	Prerequisites and Corequisites[1]
Business or CIS elective[3]	3	Check individual courses for prerequisites and corequisites
Business or CIS elective[3]	3-4	Check individual courses for prerequisites and corequisites
ECON-101 Intro. to Macroeconomics OR ECON-102 Intro to Microeconomics (Flexible Core 2D: Individual and Society)	3	Pre/corequisite: Complete developmental requirements in English or co-enrolled in ENGL-101
Social Science or History elective Choose one course from Flexible Core 2A, 2B, 2D or 2E	3	Check individual courses for prerequisites and corequisites
Select one from HE-101 Introduction to Health Education OR HE-102 Health Behavior & Society OR PE-400, PE-500 or DAN-100 series	1-2	Check individual courses for prerequisites and corequisites
Total credits for the term	**14-15**	
Total credits required for A.A.S. in Office Administration and Technology	**60**	

Notes:
1. Prerequisites for a course must be passed before taking the course. Corequisites must be passed before taking the course or taken along with the course.
2. This course is not required for students who take a 4-credit STEM variant course in Required Core 1C.
3. Students must take 10-12 credits of Business and CIS electives. Select from BU-101, BU-301, BU-600, BU-810, BU-903, BU-916, BU-917, BU-918, CIS-206, and CIS-208. See the catalog for course titles and descriptions. Some courses may not be offered every semester.

All students must complete two (2) WI designated classes to fulfill degree requirements.