

Degree Pathway

A.A.S. Degree in Office Administration and Technology - Catalog Year 2021-22

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 **developmental English and math**. Additional Degree Pathways are available for students who start at other levels. 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 (ALP section) (Required Core 1A - English Composition)	3	Pre/corequisite: Must satisfy developmental requirement in English or be co-enrolled in ENGL-99
ENGL-99 Developing Competence in College Reading, Writing, & Study Skills	0 (4 eq.)	Corequisite: ENGL-101
MA-321 Mathematics in Contemporary Society (Required Core 1B - Mathematical & Quantitative Reasoning)	3	Pre/corequisite: Must satisfy developmental requirement in Math or be co-enrolled in MA-321 ALP
MA-321 ALP Mathematics in Contemporary Society	0 (2 eq.)	Corequisite: MA-321
CIS-101 Introduction to Microcomputer Applications	3	None
Total credits for the term	9 + 6 eq.	

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-801 Typewriting/Keyboarding²	2	None
BU-804 Administrative Office Procedures (Offered Spring Only)	3	None
BU-850 Fundamentals of Microsoft Windows	1	None
BU-906 Advanced Microsoft Office (Offered Spring Only)	3	Prerequisite: CIS-101
Total credits for the term	15	

Summer Session

Courses	Credits	Prerequisites and Corequisites ¹
One course from Required Core 1C: Life & Physical Sciences	3-4	Check individual courses for prerequisites and corequisites
Science Laboratory course ⁴	0-1	Corequisite: 3-credit Science course in Required Core 1C
Total credits for semester	4	

Fall Semester #2

Courses	Credits	Prerequisites and Corequisites ¹
BU-907 Word Processing	3	None
BU-859 Corresponding in the Digital World (Offered Fall Only)	3	None
BU-860 Professional Business Career Development and the Virtual Office	3	None
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-enroll in ENGL-101
Total credits for the term	15-16	

Spring Semester #2

Courses	Credits	Prerequisites and Corequisites ¹
BU-812 Transcription and Dictation of Business Documents	2	Prerequisite: BU-801 or exemption ²
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
Social Science or History elective Choose one course from Flexible Core 2A, 2B, 2D or 2E	3	Check individual courses for prerequisites and corequisites
SP-211 Speech Communication (Flexible Core 2B)	3	None
Select one from HE-101 Personal Health and Wellness 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	15-17	
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. Students wishing to be excused from BU-801 (Typewriting/Keyboarding) must obtain approval from a full-time member of the Office Administration and Technology (Business Department) faculty. If approved, BU-801 may be replaced with 2 free elective credits. Those wishing to receive 2 credits without attending BU-801 (credit by exam) must register and pay for the course and pass a placement test within the first two weeks of the semester. Contact the Business Department for more details.
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.
4. This course is not required for students who take a 4-credit STEM variant course in Required Core 1C.

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