

ASSOCIATE OF APPLIED SCIENCE IN OFFICE TECHNOLOGY

Essential Studies Requirements			Credits
ENGL 100		First Year Experience	2
ENGL 105		Technical Communications	3
MATH 102		Intermediate Algebra	3
SOC 110	ND:SS	Introduction to Sociology <i>OR</i>	3
PSYC 111	ND:SS	Introduction to Psychology	
CSCI 101	ND:COMPSC *	Introduction to Computers	3
HPER 217		Personal and Community Health	2
HPER 101		Physical Education Activity	1
	ND:LABSC	Lab/Science	4
COMM110	ND:COMM	Fundamentals of Public Speaking <i>OR</i>	3
	ND:HUM		
DS 110	ND:HUM	Dakota Culture	3
			27

* CSCI 101 (Introduction to Computers) is prerequisite for Online Courses.

Core Classes

ACCT 200		Elements of Accounting I	3
BOTE 147	*	Word Processing	3
BOTE 210		Business Communications	3
BOTE 218		Desktop Publishing	3
BOTE 247		Spreadsheet	3
BOTE 257		Database	3
BOTE 275		Administration Office Procedures	3
BOTE 217		Records Management	3
* Electives			8
			32

* Students must keyboard at rate of 25 wpm on a proficiency test or successfully complete BOTE 102

Total 59

* *Program Electives* – Minimum of 8 credits

ACCT 212		Payroll Accounting	2
BADM 202		Principles of Management	3
CIS 103		Presentations/PowerPoint	3
ACCT 201		Elements of Accounting II	3
BADM 224		Management Information Systems	3
BOTE 152		Intermediate Keyboarding II	3
BOTE 188		Computerized Accounting	3
CIS 115		Internet	3