

**OUACHITA TECHNICAL COLLEGE
BUSINESS INFORMATION TECHNOLOGY
DEGREE PLAN**

**Associate of Applied Science
Office Administration**

Name _____ System ID _____

Advisor _____

Semester	Grade	Course Number	Course Name	Prerequisite(s)
_____	_____	ACTG 1113	Principles of Accounting I	Basic Algebra
_____	_____	BOIS 1113	Business Calculator Applications	Basic Math
_____	_____	DATA 1123	Fundamentals of Information Technology	Pass Keyboarding Entrance Exam
_____	_____	DATA 1213	Word Processing	Beginning Keyboarding OR Pass Keyboarding Entrance Exam
_____	_____	DATA 2303	Advanced Word Processing	Word Processing
_____	_____	SECR 1213	Office Administration	Fundamentals of Info Tech/ Word Processing
_____	_____	DATA 1243	Spreadsheet Applications	Fundamentals of Info Tech
_____	_____	DATA 1233	Database Management	Fundamentals of Info Tech
_____	_____	MGMT 1113	Principles of Management	
_____	_____	BOIS 1103	Business English	Basic Writing
_____	_____	ACTG 1223	Payroll Accounting	Principles of Accounting I
_____	_____	DATA 2213	Web Design	Fundamentals of Info Tech
_____	_____	BOIS 2303	Business Communications	Business English/ Composition I/ Fundamentals of Info Tech
_____	_____	DATA 2203	Integrated Applications	Fundamentals of Info Tech/ Word Processing/ Database Management/ Spreadsheet Applications
_____	_____	MGMT 2013	Human Resource Management	

MORE ON REVERSE

Semester	Grade	Course Number	Course Name	Prerequisite(s)
Choose one of the following:				
_____	_____	BOIS 2203	Legal Environment	
_____	_____	BOIS 2213	Business Ethics	
General Education Courses:				
_____	_____	ENGL 1113	Composition I	Basic Writing
_____	_____	ENGL 1213	Composition II	Composition I
Choose one of the following:				
_____	_____	MATH 1143	College Algebra	Intermediate Algebra
_____	_____	MATH 1153	Math for Liberal Arts	Intermediate Algebra
_____	_____	MATH 1123	Business Math (does not transfer)	Basic Algebra
Choose one of the following:				
_____	_____	BIOL 1124	Introduction to Biology	
_____	_____	BIOL 1133	Nutrition	
_____	_____	BIOL 2123	Environmental Science	
_____	_____	PHYC 1124	Introduction to Physics	Intermediate Algebra
_____	_____	PHYC 1114	Earth Science	
_____	_____	PHYC 1144	Introduction to Astronomy	
Choose one of the following:				
_____	_____	PSYC 1113	General Psychology	
_____	_____	ECON 2113	Principles of Macroeconomics	
_____	_____	ECON 2213	Principles of Microeconomics	
_____	_____	SOCI 1113	Introduction to Sociology	