

**COLLEGE OF THE OUACHITAS
BUSINESS INFORMATION TECHNOLOGY
DEGREE PLAN**

**Technical Certificate
Office Administration**

Name _____ System ID _____

Advisor _____

Division Chair Signature _____

Business Technology classes require college-level reading skills, or successful completion of Academic Reading. All prerequisites require successful completion with a "C" or better.

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
_____	_____	ENGL 1113	Composition I	Basic Writing
Choose one of the following:				
_____	_____	MATH 1023	Intermediate Algebra	Basic Algebra
_____	_____	MATH 1123	Business Math (does not transfer)	Basic Algebra