

OFFICE TECHNOLOGY: A.O.S.

Code	Title	Credits
<i>General Education Requirements</i>		
LENG 106	College English	3
LENG 207	College English II	3
or LENG 208	Contemporary Amer Short Story	
LPSY 104	Intro to Psychology	3
LSPE 100	Speech Communication	3
<i>Requirements for the Major</i>		
LBUS 197	Business Mathematics	3
LBUS 198	Business Communications	3
LCOM 105	Records Management	3
LHRW 100	Human Relations in Workplace	3
LCOM 100	Introduction to Computers	3
LCOM 200	Busn Appl of Personal Comps	3
LFYS 100	First Year Seminar	3
LPCD 200	Prof Career Dev & Mgmt	3
<i>Office Technology Track</i>		
LADM 100	Administrative Management	3
LBUS 102	Customer Service Management	3
LBUS 188	Introduction to Business	3
LOFP 104	Office Procedures	3
LWEB 100	Introduction to Web Design	3
LNET 101	Introduction to Networking	3
<i>Elective Requirements</i>		
Electives to be selected from approved electives or courses in other programs provided prerequisites and corequisites are met		6
Total Credits		60