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**OFFICE ADMINISTRATION AND ACCOUNTING TECHNOLOGIES (OFTEC)  
ASSOCIATE IN TECHNICAL ARTS DEGREE OPTIONS**

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To receive an ATA Degree, the student must:

1. Take all of the core courses and the courses required for the option chosen.
2. Take any additional electives to meet ATA requirements.
3. Fulfill the basic skill and general education requirements.
4. Earn a minimum overall 2.0 GPA and a 2.0 GPA in the technical major.
5. Apply for a degree audit within two quarters of graduation.
6. Apply for degree final quarter.

A student's program may vary according to an individual's personal schedule, motivation, and current skill level. In determining a course schedule and a time frame for completing a degree program, the student is advised to note these courses in order to plan a schedule of completion appropriate to the student's entry-level skill.

**Courses marked with an asterisk (\*) have prerequisites—requirements which must be met before enrolling.**

<b>Core Courses</b>				
<b>Quarter</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>
	OFTEC 110	Introduction to Office Technologies	5	
	OFTEC 115	Business English I	5	
	OFTEC 116*	Business English II	5	
	OFTEC 118	Introduction to Records Management	4	
	OFTEC 122	MS Word Core Level	3	
	OFTEC 132*	MS PowerPoint	2	
	OFTEC 134	MS Excel and Access	5	
	OFTEC 140*	Electronic Calculator	2	
	OFTEC 142	Payroll Accounting	3	
	OFTEC 145	Practical Accounting I	5	
	OFTEC 199*	Cooperative Work Experience	1	
	OFTEC 210	Electronic Communication	3	
	OFTEC 215*	Business Communications	5	
	OFTEC 232*	MS Office Integrated Projects	3	
	OFTEC 242*	Microcomputer Accounting I	3	
	OFTEC 280*	Final Project	1	
	CMST 125	Professional Communication	3	
	MATH 100*	Professional Technical Applied Math	5	
	PE	PE 200 or PE 100 + 1 credit Activity	2	
	SOSC 113	Job Search	1	
	SOSC 125	Employer/Employee Roles & Perspectives	2	
	General Education	A learning community or 5 credits of culture, natural world, or arts (see catalog)	5	
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**In addition to the core classes, select courses from either Option A or Option B on the back of this sheet.**

<b>Option A – Administrative Assistant</b>				
<b>Quarter</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>
	OFTEC 105*	Keyboarding – Skillbuilding	2	
	OFTEC 124*	Document Production	5	
	OFTEC 126*	MS Word Expert Level	3	
	OFTEC 204*	Desktop Publishing	5	
	Elective	Recommended: OFTEC 136, MIT 149	3	
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<b>Option B – Accounting Paraprofessional</b>				
<b>Quarter</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>
	OFTEC 146*	Practical Accounting II	5	
	OFTEC 147*	Practical Accounting III	5	
	OFTEC 244*	Microcomputer Accounting II	3	
	ACCT 159*	Governmental Accounting	5	
			18	