Associate of Science in Office Technology

This is a "*sample*" course sequencing guide for completion of an AS in Office Technology. Developmental courses and prerequisites are not factored into the course sequence. Course descriptions and prerequisites can be found in the college catalog. Not all courses are offered every semester. Students should meet with their academic advisor concerning other degree plan layouts. Please utilize the attached Educational Planning Sheet to plan out your actual course sequence to complete your degree.

Course		**Credits**
First Semester		
EN110	Freshman English	3
MA110A	Finite Mathematics	3
OA101	Keyboarding and Document Processing	3
OA109	Business Math	3
		12 credits
Second Semester		
CS151	Windows Application	3
OA130	Information Processing	3
PY125	Interpersonal Relations	3
*****	Humanities and Fine Arts General Education Course	3-4
		12-13 credits
Semester Three		
OA230	Advanced Information Processing	3
OA103	Filing Systems	3
OA211	Business Communication	3
OA210	Database Management Systems	3
		12 credits

Semester Four

SI***	Natural and Physical Science General Education Course	4
SM108	Introduction to Business	3
OA250	Office Procedures	3
OA220	Spreadsheet Systems	3
		_____
		13 credits

Semester Five

AC100	Fundamentals of Bookkeeping/Accounting	3
CS110	Introduction to Internet	3
OA292	Office Technology Practicum	3
SM208	Personnel Supervision	3
		_____
		12 credits

Total Credits Required   **61-62 credits**

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidat Guahan

Educational Planning Sheet

Name: _____

Major: _____   Total Credits Required: _____

	Fall Classes	credits	**Spring Classes**	credits	**Summer Classes**	credits
1st year						
Total						

	Fall Classes	credits	**Spring Classes**	credits	**Summer Classes**	credits
2nd year						
Total						

	Fall Classes	credits	**Spring Classes**	credits	**Summer Classes**	credits
3rd year						
Total						