

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

**Technical Certificate  
Office Administration**

Name \_\_\_\_\_ System ID \_\_\_\_\_

Advisor \_\_\_\_\_

<b>Semester</b>	<b>Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Prerequisite(s)</b>
_____	_____	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
<b>Choose one of the following:</b>				
_____	_____	MATH 1023	Intermediate Algebra	Basic Algebra
_____	_____	MATH 1123	Business Math (does not transfer)	Basic Algebra