

# Office Administration & Technology AAS

## Example Completion Guide

2026-2027

8-WEEK SESSION	COURSE	COURSE
1	1 IVYT 1XX (1 Credit Hour) Student Success	2 OTEC 101 (3 Credit Hours) Microsoft Outlook
	3 OTEC 105 (3 Credit Hours) Microsoft Word	
2	4 OTEC 109 (3 Credit Hours) Microsoft PowerPoint	5 OTEC 118 (3 Credit Hours) Microsoft Excel
3	6 OTEC 205 (3 Credit Hours) Advanced Microsoft Word	7 OTEC 228 (3 Credit Hours) Advanced Microsoft Excel

EARNED

### Microsoft Office Specialist Certificate (18 Credit Hours)

4	8 OTEC 121 (3 Credit Hours) Office Procedures & Collaboration	9 ENGL 111 (3 Credit Hours) English Composition
5	10 OTEC 213 (3 Credit Hours) Google Technologies	11 OTEC 216 (3 Credit Hours) Business Communications

EARNED

### Technical Certificate (31 Credit Hours)

6	12 COMM 101 or 102 (3 Credit Hours) Public Speaking or Interpersonal Comm.	13 MATH 123 (3 Credit Hours) Quantitative Reasoning
7	14 ACCT 101 (3 Credit Hours) Financial Accounting	15 OTEC 130 (3 Credit Hours) Quality & Customer Service
8	16 BUSN 101 (3 Credit Hours) Introduction to Business	17 ECON Elective (3 Credit Hours)
9	18 Humanities/Social & Behavioral Sciences Elective (3 Credit Hours)	19 Approved Elective (3 Credit Hours)
10	20 Life/Physical Sciences Elective (3 Credit Hours)	21 BUSI 279 (2 Credit Hours) School of Business Eval. & Prof. Dev.

EARNED

### Associate of Applied Science (60 Credit Hours)

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