

Office Technology – Office Management/Supervision - AAS Program 108

Student Name: _____

Catalog Year: 2002-2003

Soc. Sec. Number: _____

GENERAL EDUCATION CORE

| Course Number | General Education Core | Credits Required | Credits Earned | Planning |
|--|---|------------------|----------------|----------|
| ENGL 101 | Introduction to Composition I | 3 | | |
| SOCI 101 | Introduction to Sociology | 3 | | |
| Science | Science Core Course (must include lab) | 4 | | |
| CMSY 126 | Introduction to Internet | 1 | | |
| SPCH 105 | Fundamentals of Public Speaking | 3 | | |
| SPCH 110 | Interpersonal Communications | 3 | | |
| Mathematics (Core) | MATH 122 Ideas in Mathematics or higher | 3 | | |
| Total Core Credits - minimum of 20 required for degree completion | | | | |

REQUIRED COURSES RELATED TO MAJOR

| Course Number | Required Course | Credits Required | Credits Earned | Planning |
|-----------------------------|--|------------------|----------------|----------|
| BMGT 102 | Records Management | 3 | | |
| OFFI 176 | English for the Office Professional | 3 | | |
| CMSY 102 | Beginning Word Processing | 1 | | |
| OFFI 100 | Office Machines | 1 | | |
| ACCT 111 OR OFFI 101 | Principles of Accounting I OR Bookkeeping | 3 | | |
| BMGT 175 | Business Communications | 3 | | |
| CMSY 101 | Beginning Spreadsheets | 1 | | |
| CMSY 104 | Advanced Word Processing | 1 | | |
| CMSY 132 | Introduction to Windows | 1 | | |
| CMSY 103 | Beginning Database | 1 | | |
| CMSY 116 | PowerPoint | 1 | | |
| CMSY 136 | Integrated Software Applications | 1 | | |

OFFICE MANAGEMENT/SUPERVISION OPTION

| Course Number | Required Course | Credits Required | Credit Earned | Planning |
|---------------|---------------------------|------------------|---------------|----------|
| MAMT 140 | Principles of Management | 3 | | |
| BMGT 151 | Business Law I | 3 | | |
| MAMT 131 | Supervisory Development | 3 | | |
| MAMT 240 | Personnel Management | 3 | | |
| Management | Management Elective | 3 | | |
| Elective | Business Elective | 3 | | |
| Elective | Computer Systems Elective | 2 | | |

NOTES:

Developmental Courses: _____

Advisor: _____ Date: _____ GPA: _____