

**Office Technology – Office Assistant - AAS
Program Number 109**

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 ASSISTANT OPTION

Course Number	Required Course	Credits Required	Credits Earned	Planning
OFFI 279	Keyboarding	1		
OFFI 102	Editing Skills for Word Processors	3		
OFFI 171	Formatting Business Documents	2		
OFFI 272	Transcription Skills for Word Processors	2		
OFFI 275	Office Simulation	3		
Elective	Business or Computer Systems Electives	9		

NOTES:

Developmental Courses: _____

Advisor: _____ Date: _____ GPA: _____