

**Office Technology – Office Assistant - AAS
Program Number 191b**

Student Name: _____

Catalog Year: 2004-2005

Soc. Sec. Number: _____

Student ID Number: _____

GENERAL EDUCATION CORE

Course Number	General Education Core	Credits Required	Credits Earned	Planning
ENGL 121	College Composition I: Expository Writing	3		
SOCI 101	Introduction to Sociology	3		
Science	Science Core Course (must include lab)	4		
CMSY 129	Principles of the Internet	3		
SPCH 105	Fundamentals of Public Speaking	3		
SPCH 110	Interpersonal Communications	3		
Mathematics	MATH 121, 122,124,131 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
OFFI 177	Grammar for Your Job	2		
BMGT 100	Introduction to Business	3		
CMSY 102	Beginning Word Processing	1		
OFFI 100	Office Machines	1		
ACCT 111	Principles of Accounting I	3		
BMGT 178	Business Writing	1		
CMSY 101	Beginning Spreadsheets	1		
CMSY 104	Advanced Word Processing	1		
CMSY 132	Introduction to Windows	1		
CMSY 103	Beginning Databases	1		
CMSY 116	PowerPoint	1		
CMSY 136	Integrated Software Applications	1		
CMSY 117	Advanced Spreadsheets	1		
CMSY 118	Advanced Databases	1		
CMSY 127	Microsoft Outlook	1		

OFFICE ASSISTANT OPTION

Course Number	Required Course	Credits Required	Credits Earned	Planning
OFFI 279	Keyboarding	1		
OFFI 102	Editing Skills	3		
ARTT 204	Introduction to Desktop Publishing	3		
HMDV 100	Introduction to Human Relations	3		
OFFI 275	Office Simulation	3		
Elective	Business or Computer Systems Electives	3		
ACCT 114	Managing Finances with Quickbooks	1		
ENGL 180	Vocabulary Development	1		

NOTES:

Developmental Courses: _____

Advisor: _____ Date: _____ GPA: _____

Students are responsible for fulfilling all graduation requirements, including a 2.0 cumulative GPA in all coursework completed at HCC. 3/30/05