

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

Student Name: \_\_\_\_\_

GPA \_\_\_\_\_

Catalog Year: 2006-2007

Student ID Number: \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_

**GENERAL EDUCATION CORE**

| Course Number  | General Education Core                    | Credits Required | Credits Earned | Planning |
|--|---|------------------|----------------|----------|
| ENGL 121   | College Composition I: Expository Writing | 3                |                |          |
| Arts & Humanities  | SPCH 105 Fundamentals of Public Speaking  | 3                |                |          |
|  | SPCH 110 Interpersonal Communications     | 3                |                |          |
| Social Sciences  | SOCI 101 Introduction to Sociology        | 3                |                |          |
| Science  | Science Core Course (must include lab)    | 4                |                |          |
| Mathematics  | MATH 121, 122, 131 or higher              | 3-4              |                |          |
| Interdisciplinary  | CMSY 129 Principles of the Internet       | 3                |                |          |
| <b>Total Core Credits - minimum of 20 required for degree completion</b> |   |                  |                |          |

**REQUIRED COURSES RELATED TO MAJOR**

| Course Number | Required Course                  | Credits Required | Credits Earned | Planning |
|---------------|----------------------------------|------------------|----------------|----------|
| OFFI 177      | Grammar for Your Job             | 2                |                |          |
| 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                |                |          |
| BMGT 100      | Introduction to Business         | 3                |                |          |
| 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                |                |          |
| HMDV 100      | Introduction to Human Relations   | 3                |                |          |
| OFFI 275      | Office Simulation                 | 3                |                |          |
| ACCT 114      | Managing Finances with Quickbooks | 1                |                |          |
| Electives     | Business Electives                | 7                |                |          |

**NOTES:**