

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

Student Name: _____

GPA _____

Catalog Year: 2009-2010

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		
Total Core Credits - minimum of 20 required for degree completion		Program Credits		60-61

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: