

## Office Technology – International Office Assistant - AAS Program Planning Sheet

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

Catalog Year: 1998-1999

Soc. Sec. Number: \_\_\_\_\_

### GENERAL EDUCATION CORE

Course Number	General Education Core	Credits Required	Credits Earned	Planning
EG 101	Introduction to Composition I	3		
SO 101	Introduction to Sociology	3		
Science	Science Core Course (must include lab)	4		
CS 126	Introduction to Internet	1		
SH 105	Fundamentals of Public Speaking	3		
SH 110	Interpersonal Communications	3		
MA 122	Ideas in Mathematics	3		

### REQUIRED COURSES RELATED TO MAJOR

Course Number	Required Course	Credits Required	Credits Earned	Planning
BU 102	Records Management	3		
OT 176	English for the Office Professional	3		
CS 102	Beginning Word Processing	1		
OT 100	Office Machines	1		
AC 111 <b>OR</b>	Principles of Accounting I <b>OR</b>			
OT 101	Bookkeeping	3		
BU 175	Business Communications	3		
CS 101	Beginning Spreadsheets	1		
CS 104	Advanced Word Processing	1		
CS 132	Introduction to Windows	1		
CS 103	Beginning Database	1		
CS 116	Powerpoint	1		
OT 289	Office Publishing	3		

### INTERNATIONAL OFFICE ASSISTANT OPTION

Course Number	Required Course	Credits Required	Credits Earned	Planning
BU 100	Introduction to Business & Organization	3		
EC 101	Principles of Economics	3		
PO 201	Comparative Government	3		
EC 205	International Economics	3		
GE 101	Introduction to World Geography	3		
GE 201	Economic Geography	3		

**NOTES:**

Developmental Courses: \_\_\_\_\_  
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Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ GPA: \_\_\_\_\_