

Office Technology – 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 OR	Principles of Accounting I OR			
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		

OFFICE ASSISTANT OPTION

Course Number	Required Course	Credits Required	Credits Earned	Planning
OT 279	Keyboarding	1		
OT 102	Editing Skills for Word Processors	3		
OT 171	Formatting Business Documents	2		
OT 272	Transcription Skills for Word Processors	2		
OT 275	Office Simulation	3		
OT 299	Word Processing Simulation	2		
Elective	Business Elective	5		

NOTES:

Developmental Courses: _____

Advisor: _____ Date: _____ GPA: _____