

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

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

Catalog Year: 1999-2000

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

### GENERAL EDUCATION CORE

Course Number	General Education Core	Credits Required	Credits Earned	Planning
ENGL 101	Introduction to Composition I	3		
SOCI 101	Introduction to Sociology	3		
Science	Science Core Course (must include lab)	4		
CMSY 126	Introduction to Internet	1		
SPCH 105	Fundamentals of Public Speaking	3		
SPCH 110	Interpersonal Communications	3		
MATH 122	Ideas in Mathematics	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
BMGT 102	Records Management	3		
OFFI 176	English for the Office Professional	3		
CMSY 102	Beginning Word Processing	1		
OFFI 100	Office Machines	1		
ACCT 111 <b>OR</b>	Principles of Accounting I <b>OR</b>			
OFFI 101	Bookkeeping	3		
BMGT 175	Business Communications	3		
CMSY 101	Beginning Spreadsheets	1		
CMSY 104	Advanced Word Processing	1		
CMSY 132	Introduction to Windows	1		
CMSY 103	Beginning Database	1		
CMSY 116	Powerpoint	1		
CMSY 136	Integrated Software Applications	1		

### OFFICE ASSISTANT OPTION

Course Number	Required Course	Credits Required	Credits Earned	Planning
OFFI 279	Keyboarding	1		
OFFI 102	Editing Skills for Word Processors	3		
OFFI 171	Formatting Business Documents	2		
OFFI 272	Transcription Skills for Word Processors	2		
OFFI 275	Office Simulation	3		
Elective	Business or Computer Systems Electives	9		

**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. 07/19/99