

# OFFICE ADMINISTRATION SPECIALIST (AAS)

## Courses by Quarter Courses by Quarter

Code	Title	Credits
<b>Quarter 1</b>		
Transition Studies		
<b>Quarter 2</b>		
MATH 092	Mathematical Reasoning	5
ENGL 090	Integrated Reading and Writing I	5
or ENGL 095	Integrated Reading and Writing II	
OFTEC 100	Introduction to Computer Concepts & Applications	5
or OFTEC 108	Introduction to Microsoft Office	
CCS 101	Pathways to Success	3
<b>Quarter 3</b>		
BUS 104	Business Math	5
ENGL 098	Transitional English Composition	5
or ENGL& 101	English Composition I	
OFTEC 111	Keyboarding (Typing) I	2
Select one of the following:		5
CMST& 210	Interpersonal Communication: Diversity	
CMST& 230	Small Group Communication: Diversity	
BUS 260	Principles of Management: Diversity	
HUM 121	Multicultural America: Diversity	
CMST& 240	Intercultural Communication: Diversity	
PSYC 116	Psychology of Human Relations: Diversity	
<b>Quarter 4</b>		
OFTEC 141	Microsoft Excel	5
OFTEC 160	Business English	5
OFTEC 125	Digital Productivity Tools	4
OFTEC 113	Keyboarding (Typing) II	2
<b>Quarter 5</b>		
OFTEC 255	Records and Information Management	5
OFTEC 170	Practical Accounting	5
OFTEC 165	Office Procedures	5
<b>Quarter 6</b>		
OFTEC 261	Leadership in the Workplace	5
OFTEC 136	Microsoft Word I	5
BUS& 101	Introduction to Business	5
<b>Quarter 7</b>		
OFTEC 263	Fundamentals of Project Management	5
OFTEC 236	Microsoft Word II	5
OFTEC 265	Integrated Office Projects Capstone	5
<b>Quarter 8</b>		
OFTEC 260	Business Communication	5
OFTEC 190	Coop Work Experience/Internship	2