

Office Technology Information

Administrative Assistant and Meeting/Event Planning Degree

Degree: Associate in Applied Science

Total Required Credits for Degree: 65 to 67

Program Requirements: 45

Electives: 1

General Education Credits: 19 to 21

Code: 3294

About the Program

The Office Technology Information program prepares students by developing and enhancing their skills using current technologies in today's office. Courses are designed for students entering the Office Technology Information curriculum for the first time and for students preparing for a return to the work force.

Program web site: www.cod.edu/ofti

Program Note

All Office Technology Information courses are offered in the traditional classroom or on the Internet. This flexibility provides the student with additional opportunities for completing a certificate or degree. The faculty of Office Technology Information conducts orientation sessions for online classes each term, during which students can meet with their online instructor in a face-to-face meeting to discuss the details for the course. Students who are enrolled in an online course are notified via their C.O.D. e-mail of the dates and times of the orientation sessions. These times are also posted on the OFTI web site at: www.cod.edu/ofti.

Key First Semester Courses

OFTI 1130	Business Correspondence	3
OFTI 1200	MS Office for Professional Staff.....	3
OFTI 1210	Word Processing I	3
Trav 2201	Fundamentals of Meeting and Event Planning	3
	General Education Course.....	3

Program Requirements

OFTI 1110	Document Formatting.....	4
OFTI 1120	Speed Development Keyboarding.....	2
OFTI 1130	Business Correspondence	3
OFTI 1200	MS Office for Professional Staff.....	3
OFTI 1203	E-mail and Electronic Communication	2
OFTI 1210	Word Processing I	3
OFTI 1215	Word Processing II	2
OFTI 1218	MS Word Desktop Publishing.....	2
OFTI 1250	Electronic Presentations for Business Professionals.....	2
OFTI 2305	Word Processing Transcription.....	3
OFTI 2600	Professional Development.....	3
OFTI 2605	Professional Office Procedures.....	4
Trav 2201	Fundamentals of Meeting and Event Planning	3

Trav 2203	Incentive Travel and Planning.....	3
Trav 2205	Advanced Meeting and Event Planning.....	3
Trav 2207	Marketing for the Travel, Tourism and Meetings Industries.....	3
Total.....		45

Electives

Select 1 credit from the Travel and Tourism program.

General Education Requirements

Each candidate for an Associate in Applied Science (A.A.S.) degree shall satisfactorily complete a minimum of 19 credits in General Education.

Use the *Student Planning Worksheet* or consult a list of General Education categories and courses for the A.A.S. degree to decide what needs to be taken. Links can be found on the Office Technology Information online program guide (www.cod.edu, click on "Academics" and choose this program from the drop-down menu).

Under the specified General Education headings below, the following courses are recommended for the Administrative Assistant and Meeting/Event Planning degree:

Communications: 6 credits required consisting of one verbal and one written course

Recommended courses: English 1101, 1102; Speech 1100

Physical/Life Sciences: 3 to 5 credits required

Select at least one course with a lab component.

Recommended course: Biology or Earth Science

Mathematics: 3 to 5 credits required

Recommended course: Mathematics 1100

Humanities and Fine Arts: 3 credits required

Recommended course: Humanities 1101

Social and Behavioral Sciences: 3 credits required

Recommended course: Psychology 1100 or Sociology 1100

Additional A.A.S. Degree Requirements

A minimum of 2 credits must be completed from the list of courses in the Global/Multicultural Studies or Contemporary Life Skills category.

Recommended course: Office Technology Information 1200 or 1210

Advisers

If you are considering this program as an area of study, consult with a faculty adviser in this field.

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