

# Office Technology Information

## Administrative Assistant Degree

**Degree:** Associate in Applied Science

**Total Required Credits for Degree:** 64 to 68

*Program Requirements:* 33

*Electives:* 13

*General Education Credits:* 18 to 22

**Code:** 3276

### 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](http://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](http://www.cod.edu/ofti).

### Key First Semester Courses

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 1250	Electronic Presentations for Business Professionals.....	2
	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
<b>Total.....</b>		<b>33</b>

### Electives

Select 13 credits from any 1000- or 2000-level courses.

### 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/ofti](http://www.cod.edu/ofti)).

Under the specified General Education headings below, the following courses are recommended for the Administrative Assistant degree:

**Communications:** 6 credits required consisting of one verbal course 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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