

OFFICE PROFESSIONAL – AAS OFFICE MANAGEMENT FOCUS

Courses are offered day, some evening, or on the Internet as indicated below.

Student:
 Term Entered:

Advisor:
 Advisor's Phone/E-mail:

Year: 2018–19
Total Credits = 90 Qtr. or 60 Sem. Hours

All courses listed are required; a 2.0 GPA or higher is required for graduation.

Advisors: Refer to the Advisor's Competency Worksheet, test scores, and/or transfer credits to see if any competency courses below are needed.

Students—Transitions Lab Option: Before taking a competency class below, you can first sign up for the Transitions Lab course if needed.

The Transitions Lab (ABE0700) is a non-credit course to help refresh your skills with the goal of improving your test scores. A free placement exam is included as part of the class. The class is offered in the classroom or online and is approximately \$20. Call 402-437-2660 for more information or to find out how to register for the Transitions Lab!

ABE0700 Taken:
 Yes
 No

Competency	Met	Requirement Needed: Check options below; complete any course sequences. Record [grade] for required course(s).
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/> officetypingtest.com (30 nwam or higher)=_____ nwam (nwam = words per minute minus errors) <u>or</u> <input type="checkbox"/> OFFT1150 Basic Keyboarding I _____ []
Reading	<input type="checkbox"/>	<input type="checkbox"/> ENGL0900 Reading Workshop _____ [] Important: If Reading Workshop is required, take it concurrently with ENGL0960.
Writing	<input type="checkbox"/>	1 st <input type="checkbox"/> ENGL0960 Beginning College Reading/Writing _____ [] 2 nd <input type="checkbox"/> ENGL0985 Intermediate College Reading/Writing _____ []
Math	<input type="checkbox"/>	1 st <input type="checkbox"/> MATH0900 Math Fundamentals _____ [] 2 nd <input type="checkbox"/> MATH0950 Beginning Algebra _____ []

Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade	☑
First Quarter (Summer 18)			13.5 or 9			
BSAD1010	*Microsoft Applications I	30 GWAM (OFFT1020 may be taken concurrently)	4.5/3.0			<input type="checkbox"/>
OFFT1710	*Word Applications I	OFFT1160 co-requisite	4.5/3.0			<input type="checkbox"/>
OFFT1160	*Intermediate Keyboarding	OFFT1150 or equivalent; 30 NWAM minimum	4.5/3.0			<input type="checkbox"/>
Second Quarter (Fall 18)			13.5 or 9			
BSAD1020	*Microsoft Applications II	BSAD1010	4.5/3.0			<input type="checkbox"/>
OFFT1720	*Word Applications II	OFFT1710	4.5/3.0			<input type="checkbox"/>
OFFT1170	*Advanced Keyboarding	OFFT1160 or equivalent; 40 NWAM minimum	4.5/3.0			<input type="checkbox"/>
Third Quarter (Winter 19)			13.5 or 9			
BSAD2310	Business Ethics		4.5/3.0			<input type="checkbox"/>
OFFT1310 OR ACCT1200	Office Accounting Principles of Accounting I	None	4.5/3.0			<input type="checkbox"/>
BSAD2370	Human Resources Management		4.5/3.0			<input type="checkbox"/>
Fourth Quarter (Spring 19)			13.5 or 9			
ENGL1110	*Business Communications	ENGL0985 or appropriate placement score	4.5/3.0			<input type="checkbox"/>
OFFT2410	*Administrative Procedures I	OFFT1710	4.5/3.0			<input type="checkbox"/>
OFFT2290	*Spreadsheet and Database Applications	BSAD1010	4.5/3.0			<input type="checkbox"/>
Summer 2019 – Classes Not Available						
First Semester (Fall 19)			12 semester			
SPCH1090 OR SPCH1110 OR SPCH2810	Fund of Human Communication OR Public Speaking OR Business and Professional Communication	Must be eligible for ENGL1010	4.5/3.0			<input type="checkbox"/>
BSAD2155	Career Transition & Mgmt Strategies	None	4.5/3.0			<input type="checkbox"/>
OFFT2310	*Financial Computer Applications	OFFT1310 and OFFT2290	4.5/3.0			<input type="checkbox"/>
MATH1040	Business Math	MATH0950 or appropriate placement score	4.5/3.0			<input type="checkbox"/>
Summer 2019 – Classes Not Available						
Second Semester (Spring 20)			18 or 12			
OFFT2901	*Cooperative Experience	OFFT2000	4.5/3.0			<input type="checkbox"/>
BSAD1070	Customer Service	None	4.5/3.0			<input type="checkbox"/>
OFFT2460	*Office Simulation	OFFT1310 or ACCT1200, ENGL1110, and OFFT2410 or by permission	4.5/3.0			<input type="checkbox"/>
ECON1200	Personal Finance	None	4.5/3.0			<input type="checkbox"/>

Courses also taken by students in spring intake
 Courses taken by other students in summer intake
 Checklist_Office Management Summer 2018-19