

OFFICE PROFESSIONAL – GENERAL OFFICE DIPLOMA

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

Student: <input style="width: 90%;" type="text"/>	Advisor: <input style="width: 90%;" type="text"/>
Term Entered: <input style="width: 90%;" type="text"/>	Advisor's Phone/E-mail: <input style="width: 90%;" type="text"/>

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

Year: 2018–19
Total Credits = 45 Qtr. or 30 Sem. Hours

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	<input type="checkbox"/>
First Quarter (Winter 18)			13.5 or 9			
BSAD1010	*Microsoft Applications I	30 GWAM (OFFT1020 may be taken concurrently)	4.5/3.0			<input type="checkbox"/>
OFFT1160	*Intermediate Keyboarding	OFFT1150 or equivalent; 30 NWAM minimum	4.5/3.0			<input type="checkbox"/>
OFFT1710	*Word Applications I	OFFT1160 co-requisite	4.5/3.0			<input type="checkbox"/>
Second Quarter (Spring 19)			18 or 12			
OFFT2410	*Administrative Procedures I	OFFT1710	4.5/3.0			<input type="checkbox"/>
OFFT1310	Office Accounting	None	4.5/3.0			<input type="checkbox"/>
OFFT1720	*Word Applications II	OFFT1710	4.5/3.0			<input type="checkbox"/>
ENGL1110	*Business Communications	ENGL0985 or appropriate placement score	4.5/3.0			<input type="checkbox"/>
Classes Not Available Summer 2019						
First Semester (Fall 19)			9 semester			
OFFT2000	*Employment Techniques	ENGL1110	4.5/3.0			<input type="checkbox"/>
OFFT2290	*Spreadsheet & Database Applications	BSAD1010	4.5/3.0			<input type="checkbox"/>
OFFT1170	*Advanced Keyboarding	OFFT1160 or equivalent, 40 NWAM minimum	4.5/3.0			<input type="checkbox"/>

Courses also taken by students in spring intake

Courses taken by other students in summer intake

Checklist_General Office Diploma_Fall 2018-19