

# OFFICE PROFESSIONAL – AAS ADMINISTRATIVE FOCUS

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

Student:   
 Term Entered:

Advisor:   
 Advisor's Phone/E-mail:

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

**Year: 2018–19**  
**Total Credits = 94.5 Qtr. or 63 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____[ ] <b>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</b>
Writing	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> ENGL0960 Beginning College Reading/Writing____[ ] 2 <sup>nd</sup> <input type="checkbox"/> ENGL0985 Intermediate College Reading/Writing____[ ]
Math	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> MATH0900 Math Fundamentals____[ ] 2 <sup>nd</sup> <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"/>
<b>First Quarter (Summer 18)</b>			<b>13.5 or 9</b>			
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"/>
<b>Second Quarter (Fall 19)</b>			<b>13.5 or 9</b>			
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"/>
<b>Third Quarter (Winter 19)</b>			<b>13.5 or 9</b>			
OFFT1800	*Collaboration Applications	BSAD1020	4.5/3.0			<input type="checkbox"/>
OFFT1740	*Desktop Publishing Applications	BSAD1010	4.5/3.0			<input type="checkbox"/>
OFFT1310	*Office Accounting	None	4.5/3.0			<input type="checkbox"/>
<b>Fourth Quarter (Spring 19)</b>			<b>18 or 12</b>			
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"/>
MATH1040	*Business Math	MATH0950 or appropriate placement score	4.5/3.0			<input type="checkbox"/>
OFFT2290	*Spreadsheet and Database Applications	BSAD1010	4.5/3.0			<input type="checkbox"/>
<b>Summer 2019 – Classes Not Available</b>						
<b>First Semester (Fall 20)</b>			<b>18 or 12</b>			
OFFT2420	*Administrative Procedures II	OFFT2410	4.5/3.0			<input type="checkbox"/>
OFFT2000	*Employment Techniques	ENGL1110	4.5/3.0			<input type="checkbox"/>
OFFT2310	*Financial Computer Applications	OFFT1310 and OFFT2290	4.5/3.0			<input type="checkbox"/>
OFFT2710	*Microsoft Office Integration	OFFT1720 and OFFT2290	4.5/3.0			<input type="checkbox"/>
<b>Second Semester (Spring 20)</b>			<b>18 or 12</b>			
OFFT2901	*Cooperative Experience	OFFT2000	4.5/3.0			<input type="checkbox"/>
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"/>
ECON1200	Personal Finance	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"/>

Courses also taken by students in spring intake

Courses taken by other students in summer intake

Checklist\_Administrative\_Summer 2018-19