



Program: Administrative Office Specialist, AAS (63 credits)		Division: Business	
Student:	ID#:	Catalog Yr: 2016-17	

GENERAL EDUCATION REQUIREMENTS –AAS (24-25 credits)

√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Code [^]
	ORI-103 *	College Success Strategies	3	x		All & OL	
	COM-121*	English Composition I	3	x	COM-061 or ESL-060 and COM-050/1 or ESL-050 (C or better)	All & OL	WC/IL
	IFT-110 *	Microcomputer Applications	3	x	MAT-020 and COM-061 or ESL-060	All & OL	TC
HUMANITIES: 6 credits							
Select 1 course from the following:							
	BUS-106	Business Communications	3	x	COM-121 or COM-122 (C or better)	All	OC
Select 1 course from the following:							
	ART-111	Introduction to Drawing	3	x	COM-061 or ESL-060 and COM-050/1 or ESL-050	All	AE
	ART-201	Art Appreciation	3		COM-121 or COM-122	All & OL	AE
	COM-110	Intro. to Creative Writing	3		COM-061 or ESL-060 and COM-050/1 or ESL-050	Fall/Sp	AE
	ENG-125 *	Introduction to Literature	3		COM-121 or COM-122 (C or better)	All	AE
	PHI-271 *	Philosophy	3		COM-121 or COM-122	All	AE
	PHI-275*	Ethics	3		COM-121 or COM-122	Fall/Sp	AE
MATHEMATICS: 3 credits (Select 1 course)							
	BUS-110	Mathematics for Business & Finance	3	x	MAT-030 or MAT 032 (recommended)	All	CR
NATURAL/PHYSICAL SCIENCES: 3 or 4 credits (Select 1 course)							
	ENV-130*	Environment	3	x	COM-061	All & OL	SR
	Or	Lab Science (BIO-120, BIO-150, CHE-120, CHE-150, PHY-120, PHY-150)	4		See catalog		SR
SOCIAL SCIENCES: 3 credits (Select 1 course)							
	ANT-140	Cultural Anthropology	3	x	COM-061 or ESL-060 and COM-050/1 or ESL-050	All	CU
	HIS-110	US History I	3	x	COM-061 or ESL-060 and COM-050/1 or ESL-050	F/Su/OL	CU
	HIS-115	US History II	3	x	COM-061 or ESL-060 and COM-050/1 or ESL-050	Spring	CU
	PSY-130*	General Psychology	3	x	COM-061 or ESL-060 and COM-050/1 or ESL-050	All & OL	CU
	SOC-130*	Sociology	3	x	COM-061 or ESL-060 and COM-050/1 or ESL-050	All & OL	CU

*Sections of these courses offered in the Honors Program, check <http://www.racc.edu/Academics/Honors/courses.aspx> for details. **Online (OL)** may not be offered every semester. Please check the schedule.

[^] Code	This course fulfills the Core Competency for:
WC/IL	Written Communication/Information Literacy
OC	Oral Communication
QR/CA	Quantitative Reasoning/Critical Analysis
CU	Cultural Understanding
AU	Aesthetic Understanding
SR	Scientific Reasoning
TC	Digital/Technical Competence



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MAJOR REQUIREMENTS (39-40 credits)

FALL SEMESTER 1							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS 105	Business English	3		COM- 061 or ESL-060	Fall/Sp	
	OFT 110	Keyboarding I	3	x	COM- 021 or ESL-020	Fall	
SPRING SEMESTER 1							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	OFT 111	Keyboarding II	3	x	OFT-110	Spring	
	OFT 120	Transcription & Proofreading	3	x	BUS-105, OFT-110	Spring	
	MGT 215	Human Relations in Business	3	x	COM-050/1 or ESL-050, COM-121	Fall/Sp	
FALL SEMESTER 2							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	OFT 212	Office Procedures	3	x	OFT-111	Fall	
	OFT 213	Word Processing I	3	x	OFT-111	Fall	
SPRING SEMESTER 2							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	OFT 220 or OFT 230	Executive Transcription or Legal Terminology & Trans.	3	x	OFT-120 with a grade of "C" or better	Spring	
	OFT 214	Word Processing II	3	x	OFT-213	Spring	
	OFT 290	Cooperative Education	3	x	<i>By Petition Only</i>	All	
Business Management Concentration (9 credits)							
	BUS 100	Introduction to Business	3	x	COM-050/1 or ESL-050, COM-061 or ESL 060	All & OL	
	MGT 100	Principles of Management	3	x	COM-050/1 or ESL-050, COM-061 or ESL 060	All & OL	
	BUS 230	Business Law	3	x	BUS-230 or OFT-230, COM 121	Fa/Sp &OL	
Information Technology Concentration (9 credits)							
	IFT 100	Intro. to Information Tech.	3	x	COM-061 or ESL-060, MAT-020	All & OL	
	IFT 210	Help Desk Customer Support	3	x	IFT-110	Spring	
	WEB 100	Web Design I	3	x	COM-061 or ESL 060, MAT 020	Fall/Sp	
Electronic Health Records Concentration (9 credits)							
	EHR 100	Medical Terminology	3	x	COM -050/1 or ESL 050, COM-061 or ESL 060	Fall	
	EHR 110	Computerized Medical Office	3	x	EHR 100, MAT 030	Spring	
	EHR 210	Legal & Ethical Issues	3	x	COM-121	Fall	
Accounting Concentration (10 credits)							
	ACC 105	Financial Accounting	3	x	IFT -110, COM-050/1 or ESL 050	All & OL	
	ACC 110	Managerial Accounting	3	x	ACC-105, MAT-030	All & OL	
	ACC 230	Federal Taxes	3	x	ACC-105	Fall	
	ACC 120	Payroll Accounting	1	x	COM-061 or ESL 060	Spring	

Advisor's Contact Information: *Bette Keeny, Office: P111, Phone: 610-372-4721, ext. 5174*

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