



Program: Administrative Office Specialist, CC		Division: Business					
Student:	ID#:	Calendar Year: 2018-2019					
MAJOR REQUIREMENTS (30 credits)							
FALL SEMESTER 1 (6 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-105	Business English	3	x	COM-021, COM-041 or ESL-040	Fall/Sp	
	OFT-110	Keyboarding I	3	x	COM-021 or ESL-020	Fall	
SPRING SEMESTER 1 (6 credits)							
	OFT-111	Keyboarding II	3	x	OFT-110	Spring	
	IFT-110	Microcomputer Applications	3	x	MAT-020 and COM-061 or ESL-060	All & OL	
FALL SEMESTER 2 (9 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	OFT-212	Office Procedures	3	x	OFT-111 or permission of the instructor	Fall	
	BUS-100	Introduction to Business	3	x	COM-050/051, or ESL-050, COM-061 or ESL-060	All & OL	
	IFT-120	Advanced Microcomputer Applications	3	x	IFT-110	All & OL	
SPRING SEMESTER 2 (9 credits)							
	ACC-225	Payroll Accounting and QuickBooks	3	x	IFT-110 and either IFT-120 or ACC-105	Spring	
	MGT-215	Human Relations in Business	3	x	COM-051 or ESL-050, COM-121	Fall/Sp	
	BUS-106	Business Communications	3	x	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	

Advisor's Contact Information:

Name: Bette Keeny

Office: P111

Phone: 610-372-4721, ext. 5174

E-Mail: bkeeny@racc.edu