



Program: Administrative Office Specialist, AAS (60 credits)		Division: Business	
Student:	ID#:	Catalog Yr: 2018-19	

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-051 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-061 or ESL-060 and COM-051 or ESL-050	All & OL	OC
Select 1 course from the following:							
	ART-111	Introduction to Drawing	3	x	COM-061 or ESL-060 and COM-051 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-051 or ESL-050	Fall/Sp & OL	AE
	ENG-125 *	Introduction to Literature	3		COM-121 or COM-122 (C or better)	All & OL	AE
	PHI-271 *	Philosophy	3		COM-121 or COM-122	All & OL	AE
	PHI-275*	Ethics	3		COM-121 or COM-122	Fall/Sp & OL	AE
MATHEMATICS: 3 credits (Select 1 course)							
	BUS-110	Mathematics for Business & Finance	3	x	MAT-030 or MAT 032 (recommended)	All & OL	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	All	SR
SOCIAL SCIENCES: 3 credits (Select 1 course)							
	ANT-140	Cultural Anthropology	3	x	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	CU
	HIS-110	US History I	3	x	COM-061 or ESL-060 and COM-051 or ESL-050	F/Su/OL	CU
	HIS-115	US History II	3	x	COM-061 or ESL-060 and COM-051 or ESL-050	Spring & OL	CU
	PSY-130*	General Psychology	3	x	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	CU
	SOC-130*	Sociology	3	x	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	CU

*Sections of these courses offered in the Honors Program, check <https://www.racc.edu/academics/honors-program> 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





Program: Administrative Office Specialist, AAS	Division: Business
Student:	ID#:

MAJOR REQUIREMENTS (36 credits)

FALL SEMESTER 1							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-105	Business English	3	x	COM-021 and COM-041, or ESL-040	Fall/Sp	
	OFT-110	Keyboarding I	3	x	COM- 021 or ESL-020	Fall	
	BUS-100	Introduction to Business	3	x	COM-050/051, or ESL-050, COM-061 or ESL 060	All & OL	
SPRING SEMESTER 1							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	OFT-111	Keyboarding II	3	x	OFT-110	Spring	
	MGT-100	Principles of Management	3	x	COM-050/051, or ESL-050, COM-061 or ESL-060	All & OL	
	MGT-215	Human Relations in Business	3	x	COM-051 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 or permission of the instructor	Fall	
	IFT-120	Advanced Microcomputer Applications	3	x	IFT-110	All & OL	
	WEB-100	Web Design I	C	x	COM-061 or ESL-060, MAT-020	All & OL	
SPRING SEMESTER 2							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	ACC-225	Payroll Accounting and QuickBooks	3	x	IFT-110 and either IFT-120 or ACC-105	Spring	
	BUS-220 OR BUS-230	Principles of Marketing Business Law	3 3	 x	BUS-100, COM-121 or COM-122 BUS-100, COM-121 or COM-122	Sp/Su & OL All & OL	
	OFT-290	Cooperative Education	3	x	<i>By Petition Only</i>	All	

Advisor's Contact Information:

Bette Keeny

Office: P111

Phone: 610-372-4721, ext. 5174

E-Mail: bkeeney@racc.edu