

Program:	OT.AOS.AAS Administrative Office Specialist AAS (61 credits)	Division:	Business
Student:		ID#:	Catalog Year: 2024-2025

Developmental Education Courses (if required)								
<input type="checkbox"/>	EAP-018	Intensive Academic English	<input type="checkbox"/>	MAT-020	Basics of College Math	<input type="checkbox"/>	COM-017/019	Foundational Reading/Writing
<input type="checkbox"/>	EAP-020/040	EAP Reading I and Writing I	<input type="checkbox"/>	MAT-03_		<input type="checkbox"/>	COM-097	Academic Literacy I
<input type="checkbox"/>	EAP-050/060	EAP Writing II and Reading II				<input type="checkbox"/>	COM-098	Academic Literacy II

#### SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion. Plans may be modified by adding more semesters.

SEMESTER 1 – Fall (15 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	BUS-105	Business English	3	COM-097 or EAP-040 and EAP-020	Fall/Spring
M	OFT-110	Keyboarding I	3		Fall
G	CSS-103 *	College Success Strategies	3		All & OL
G	IFT-110 *	Microcomputer Applications	3	MAT-020; COM 098 or EAP-060 & EAP 050	All & OL
M	BUS-100	Introduction to Business	3	COM-098 or EAP-050 and EAP-060	All & OL

SEMESTER 2 – Spring (15 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	OFT-111	Keyboarding II	3	OFT-110	Spring
M	MGT-100	Principles of Management	3	COM-098, or EAP-050 and EAP-060	All & OL
G	COM-121 *	English Composition I	3	COM-098 or EAP-060 and EAP-050	All & OL
G	Social Science	ANT140, HIS-110/115, PSY-130*, SOC-130*	3	COM-098 or EAP-060 and EAP-050	All & OL
G	BUS-106	Business Communications	3	COM-098 or EAP-060 and EAP-050	All & OL

SEMESTER 3 – Fall (15-16 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	OFT-212	Office Procedures	3	OFT-110	Fall/Spring
M	IFT-120	Advanced Microcomputer Applications	3	IFT-110*	All & OL
M	WEB-100	Web Design I	3	MAT-020, COM-098 or EAP-060 and EAP-050	All & OL
G	BUS-110	Business Math	3	MAT-030	All
G	Science	ENV 130 or BIO-120, BIO-150, CHE-120, CHE-150, PHY-120, or PHY-250	3 4	See catalog	All & OL

SEMESTER 4 – Spring (15 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	ACC-225	Payroll Accounting and QuickBooks	3	IFT-110* and either IFT-120 or ACC-105	Spring
M	BUS-220 or BUS-230	Principles of Marketing Business Law	3	COM-121* with "C" or better, BUS-100 COM-121* with "C" or better	All & OL
M	MGT-215	Human Relations in Business	3	COM-098 or EAP-060 and EAP-050	All
M	OFT-290	Cooperative Education	3	<i>By Petition Only</i>	All
G	Humanities	ART-111, ART-201, COM-110, ENG-125*, MUS-221, PHI-271*, PHI-275* or THR-120	3	COM-098 or EAP-060 and EAP-050 or COM-121* with "C" or better	All & OL

\*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.

Date created: September 2019	Updated: June 2024	All = Fall/Spring/Summer; OL = Online M = Major; E = Elective; G = GenEd
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