

Program:	OT.AOS.CERT Administrative Office Specialist Certificate (18 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 I – Fall (9 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
M	IFT-110*	Microcomputer Applications	3	MAT-020; COM 098 or EAP 060 & EAP 050	All & OL

SEMESTER 2 – Spring (9 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	OFT-111	Keyboarding II	3	OFT-110	Spring
M	OFT 212	Office Procedures	3	OFT-110	Spring
M	BUS-106	Business Communications	3	COM-098 or EAP-060 and EAP-050	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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