Catalog Description:

The Office Technology Information program prepares students by developing and enhancing their skills using current technologies in today’s office. Courses required are designed for student with some related office experience or for students preparing to return to the workforce. The Executive Assistant degree requires 64 credits in program requirements and general education in the courses listed below.

Program Requirements .........................................................46
Ofti 1130 Business Correspondence ..................................3
Ofti 1200 MS Office for Professional Staff ..........................3
Ofti 1203 E-Mail and Electronic Communication ...............3
Ofti 1210 Word Processing I .............................................3
Ofti 1215* Advanced Word Processing/Desktop Publishing ..........3
Ofti 1250 Electronic Presentations for Business Professionals ........3
Ofti 2500* Professional Office Capstone ..........................3
Ofti 2600 Professional Development ................................3
Accou 2140 Financial Accounting ..................................4
Busin 1100 Introduction to Business .................................3
Busin 2200 Business Budgeting .......................................3
Buslw 2211 Business Law I ...........................................3
Cis 1221 Introduction to Spreadsheets .............................3
Manag 2210 Principles of Management ............................3
Manag 2220 Organizational Behavior ...............................3

* - course has a prerequisite

General Education ............................................................18
Each candidate for an Associate in Applied Science (A.A.S.) degree shall satisfactorily complete a minimum of 18 credits in General Education. (In addition to the courses listed below.)

Under the specified General Education headings below, the following courses are required:

Communication: 6 credits
Written: (3 credits) English 1101 or 1105
Oral: (3 credits) Speech 1100, 1120 or 1150

Physical and Life Sciences: 3 to 5 credits
At least one course with a laboratory component.

Mathematics: 3 to 5 credits
Select a minimum of 3 credits (1000 level or above).

Suggested Course Sequence (Full-Time Enrollment)

Please note: A student’s readiness to perform college-level coursework is based on the student’s placement test and/or ACT scores. Below 1000 level coursework may be required prior to the student taking courses in the suggested sequences.

First Semester (15 credits)
• Busin 1100 (3)
• Ofti 1130 (3)
• Ofti 1200 (3)
• Ofti 1203 (3)
• Ofti 1210 (3)
• Engli 1101 or 1105 (3)

Second Semester (16 credits)
• Cis 1221 (3)
• Ofti 1203 (3)
• Ofti 1215 (3)
• Math 1100 (3)
• Accou 2140 (4)

Third Semester (15 credits)
• Ofti 1250 (3)
• Busin 2200 (3)
• Speec 1100, 1120 or 1150 (3)
• Manag 2210 (3)
• Bioi 1100 or Earth 1101 (3-5)

Fourth Semester (16 credits)
• Ofti 2500 (3)
• Ofti 2600 (3)
• Manag 2220 (3)
• Buslw 2211 (3)
• Humanities & Fine Arts (3)
• Social & Behavioral Sciences (3)

For more information:
If you are considering this program as an area of study, please contact the Business & Technology Division office at 630-942-2592.

Program web site:
http://www.cod.edu/programs/ofti/
Select Mathematics 1102, 1104 or 1120 only where required in the degree program. Only one from the following three courses may count toward overall degree requirement credit: Mathematics 1635, Psychology 2280 or Sociology 2205. Only one of the following courses may count toward overall degree credit: Mathematics 1428 or Mathematics 1431.

**Humanities and Fine Arts:** 3 credits

**Social and Behavioral Sciences:** 3 credits

Complete at least 2 credits from the list of courses in the Global/Multicultural Studies or Contemporary Life Skills Category.
*(Office Technology Information 1200 or 1210 fulfills this requirement)*

<table>
<thead>
<tr>
<th>TOTAL CREDITS FOR AAS DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
</tr>
</tbody>
</table>

...
Career Information OFTI.AAS.EXEC

**Job Title(s):** Executive Secretaries and Executive Administrative Assistants
Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary

For salary and wage information, please visit: [www.onetonline.org](http://www.onetonline.org)

If you would like information regarding internships, resume development, interviewing and job search skills, please contact the Career Services Center

Phone: 630-942-2230
[www.cod.edu/careerservices](http://www.cod.edu/careerservices)  Twitter: @codcareercenter

**Related Occupations:**
Paralegals and Legal Assistants  Brokerage Clerks
Procurement Clerks  Human Resources Assistants, Except Payroll and Timekeeping
Municipal Clerks  Legal Secretaries
Executive Secretaries and Executive Administrative Assistants  Bookkeeping, Accounting, and Auditing Clerks
Loan Interviewers and Clerks  Interviewers, Except Eligibility and Loan
Catalog Description:

The **Administrative Assistant and Meeting/Event Planning degree** prepares the student for an administrative support position and requires a minimum of 65 credits in program requirements, program electives and general education in the courses listed below.

**Program Requirements** .................................................................39

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTI 1105</td>
<td>Speed Development Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 1110</td>
<td>Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 1130</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 1200</td>
<td>MS Office for Professional Staff</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 1203</td>
<td>E-Mail and Electronic Communication</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 1210</td>
<td>Word Processing 1</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 1215*</td>
<td>Advanced Word Processing/Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 1250</td>
<td>Electronic Presentations for Business Professionals</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 2500*</td>
<td>Professional Office Capstone</td>
<td>3</td>
</tr>
<tr>
<td>OFTI 2600</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>Hosp 2253</td>
<td>Meeting and Event Management I</td>
<td>3</td>
</tr>
<tr>
<td>Hosp 2254*</td>
<td>Meeting and Event Management II</td>
<td>3</td>
</tr>
<tr>
<td>Hosp 2280</td>
<td>Hospitality Marketing Management</td>
<td>3</td>
</tr>
</tbody>
</table>

* - course has a prerequisite

**Program Electives** .................................................................8

Select eights credits in the Hospitality and Tourism program.

(In addition to the courses listed above.)

**General Education** .................................................................18 to 22

For the **Administrative Assistant and Meeting/Event Planning degree**, students are required to take 18 to 22 credits in General Education.

Under the specified General Education headings below, the following courses are required:

**Communication:** 6 credits  
Written: (3 credits) English 1101 or 1105  
Oral: (3 credits) Speech 1100, 1120 or 1150

**Physical and Life Sciences:** 3 to 5 credits  
At least one course with a laboratory component

**Mathematics:** 3 to 5 credits  
Select a minimum of 3 credits (1000 level or above).  
Select Mathematics 1102, 1104 or 1120 only where required in the degree program. Only one from the following three courses may count toward overall degree requirement credit: Mathematics 1635, Psychology 2280 or Sociology 2205. Only one of the following courses may count toward overall degree credit: Mathematics 1428 or Mathematics 1431.

**Suggested Course Sequence**  
**(Full-Time Enrollment)**

Please note: A student’s readiness to perform college-level coursework is based on the student’s placement test and/or ACT scores. Below 1000 level coursework may be required prior to the student taking courses in the suggested sequences.

**First Semester (15 credits)**

- OFTI 1110 (3)  
- OFTI 1130 (3)  
- OFTI 1200 (3)  
- OFTI 1203 (3)  
- Engli 1101 or 1105 (3)

**Second Semester (15 credits)**

- OFTI 1110 (3)  
- OFTI 1203 (3)  
- OFTI 1250 (3)  
- OFTI 1215 (3)  
- Math 1100 (3)

**Third Semester (18-20 credits)**

- Hosp 2253 (3)  
- Speec 1100, 1120 or 1150 (3)  
- Social and Behavioral Sciences (3)  
- Physical and Life Science (3-5)  
  - Biolo 1100 (4) or  
  - Earth 1101 (4)  
- Hospitality & Tourism elective (3)  
- Humanities and Fine Arts (3)

**Fourth Semester (17 credits)**

- OFTI 2500 (3)  
- OFTI 2600 (3)  
- Hosp 2254 (3)  
- Hosp 2280 (3)  
- Hospitality & Tourism Elective (5)

For more information:

If you are considering this program as an area of study, please contact the Business & Technology Division office at 630-942-2592.

**Program web site:**  
http://www.cod.edu/programs/ofti/
Humanities and Fine Arts: 3 credits

Social and Behavioral Sciences: 3 credits

Complete at least 2 credits from the list of courses in the Global/Multicultural Studies or Contemporary Life Skills Category. *(Office Technology Information 1200 or 1210 fulfills this requirement)*

**TOTAL CREDITS FOR AAS DEGREE**

65 to 69
Career Information OFTI.AAS.MEET

Job Title(s): Meeting, Convention, and Event Planners
Convention Services Manager (CSM), Conference Planning Manager, Conference Services Manager, Catering Manager, Events Manager, Conference Planner, Director of Conference Services, Conference Manager, Director of Events, Event Manager

For salary and wage information, please visit: www.onetonline.org

If you would like information regarding internships, resume development, interviewing and job search skills, please contact the Career Services Center
Phone: 630-942-2230
www.cod.edu/careerservices
Twitter: @codcareercenter

Related Occupations:
Advertising and Promotions Managers Human Resources Specialists
Marketing Managers Public Relations Specialists
Administrative Services Managers Copy Writers
Public Relations and Fundraising Managers Travel Guides
Agents and Business Managers of Artists, Performers, and Athletes Recreation Workers
Office Technology Information | Associate in Applied Science  
Field of Study Code: OFTI.AAS.SUPRT

Catalog Description:
The Office Technology Information program prepares students by developing and enhancing their skills using current technologies in today’s office. Courses are designed for students entering the Office Technology Information curriculum for the first time and for students preparing for a return to the workforce. The Administrative Support Specialist degree program requires 64 credits in program requirements, electives and general education in the courses listed below.

Program Requirements ........................................43
Ofti 1100  Keyboarding and Document Fundamentals...3
OR
Ofti 1105  Speed Development Keyboarding.............3
Ofti 1110  Document Formatting............................3
Ofti 1130  Business Correspondence......................3
Ofti 1200  MS Office for Professional Staff.............3
Ofti 1203  E-Mail and Electronic Communication........3
Ofti 1210  Word Processing I .................................3
Ofti 1215*  Advanced Word Processing/Desktop Publishing ........................................3
Ofti 1250  Electronic Presentations for Business Professionals ........................................3
Ofti 1300  Virtual Office Assistant.........................3
Ofti 2500*  Professional Office Capstone...............3
Ofti 2600  Professional Development......................3
Accou 2140  Financial Accounting............................4
Busin 1100  Introduction to Business......................3
Manag2210  Principles of Management...................3

* - course has a prerequisite

Electives  .................................................................3
Select one three credit hour CIS course. CIS 1221 is highly recommended. (In addition to the courses listed above.)

General Education .....................................................18 to 22
Each candidate for an Associate in Applied Science (A.A.S.) degree shall satisfactorily complete a minimum of 18 credits in General Education.

Under the specified General Education headings below, the following courses are required:

Communication: 6 credits
Written: (3 credits) English 1101 or 1105
Oral: (3 credits) Speech 1100, 1120 or 1150

Physical and Life Sciences: 3 to 5 credits
At least one course with a laboratory component

Suggested Course Sequence  
(Full-Time Enrollment)  
Please note: A student’s readiness to perform college-level coursework is based on the student’s placement test and/or ACT scores. Below 1000 level coursework may be required prior to the student taking courses in the suggested sequences.

First Semester (15 credits)
• Ofti 1100 (3) or Ofti 1105 (3)
• Ofti 1130 (3)
• Ofti 1200 (3)
• Ofti 1210 (3)
• Engli 1101 or 1105 (3)

Second Semester (18 credits)
• Ofti 1110 (3)
• Ofti 1203 (3)
• Ofti 1250 (3)
• Ofti 1215 (3)
• Ofti 1300 (3)
• Math 1100 (3)

Third Semester (16 credits)
• Busin 1100 (3)
• Cis 1221 (3)
• Speec 1100, 1120 or 1150 (3)
• Social and Behavioral Sciences (3)
• Biolo 1100 or Earth 1101 (4)

Fourth Semester (16 credits)
• Ofti 2500 (3)
• Ofti 2600 (3)
• Accou 2140 (4)
• Manag 2210 (3)
• Humanities and Fine Arts (3)

For more information:
If you are considering this program as an area of study, please contact the Business & Technology Division office at 630-942-2592.

Program web site:
http://www.cod.edu/programs/ofti/
Mathematics: 3 to 5 credits
Select a minimum of 3 credits (1000 level or above).
Select Mathematics 1102, 1104 or 1120 only where required in the degree program. Only one from the following three courses may count toward overall degree requirement credit: Mathematics 1635, Psychology 2280 or Sociology 2205. Only one of the following courses may count toward overall degree credit: Mathematics 1428 or Mathematics 1431.

Humanities and Fine Arts: 3 credits

Social and Behavioral Sciences: 3 credits

Complete at least 2 credits from the list of courses in the Global/Multicultural Studies or Contemporary Life Skills Category.

(Office Technology Information 1200 or 1210 fulfills this requirement)

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>64 to 68</td>
</tr>
</tbody>
</table>
Career Information OFTI.AAS.SUPRT

Job Title(s): Secretaries and Administrative Assistants, Except Legal, Medical, and Executive Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary

For salary and wage information, please visit: www.onetonline.org

If you would like information regarding internships, resume development, interviewing and job search skills, please contact the Career Services Center

Phone: 630-942-2230

www.cod.edu/careerservices Twitter: @codcareercenter

Related Occupations:

License Clerks Insurance Policy Processing Clerks
Bill and Account Collectors Hotel, Motel, and Resort Desk Clerks
Office Clerks, General Library Assistants, Clerical
Executive Secretaries and Executive Medical Records and Health Information
Administrative Assistants Technicians
Receptionists and Information Clerks Interviewers, Except Eligibility and Loan