

ADMINISTRATIVE ASSISTANT AND MEETING/EVENT PLANNING, A.A.S.

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

For more information about Office Technology Information, please visit the program page (<http://www.cod.edu/ofti/>).

Degree Requirements

Field of Study Code: OFTI.AAS.MEET

Code	Title	Credits
Program Requirements		
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 2500	Professional Office Capstone	3
OFTI 2600	Professional Development	3
HOSP 2253	Meeting and Event Management I	3
HOSP 2254	Meeting & Event Management II	3
HOSP 2280	Hospitality Marketing Management	3
Program Electives		
Select eight credits in the Hospitality and Tourism program ¹		8
General Education		
Select 18 to 22 credits ¹		18-22
Total Credits		65-69

¹ In addition to the courses listed above.

General Education Requirements

For general education requirements for the A.A.S. degree, please visit the A.A.S. degree catalog page (<https://catalog.cod.edu/associate-degree-programs/associate-applied-science-degree/>).

Suggested Semester Sequence

Course	Title	Credits
First Semester		
OFTI 1105 or BUSIN 1100	Speed Development Keyboarding or Introduction to Business	3
OFTI 1130	Business Correspondence	3
OFTI 1200	MS Office for Professional Staff	3

OFTI 1210	Word Processing I	3
ENGLI 1101 or ENGLI 1105	English Composition I or Workplace Writing	3
Credits		15
Second Semester		
OFTI 1110	Document Formatting	3
OFTI 1203	E-Mail and Electronic Communication	3
HOSP 2253	Meeting and Event Management I	3
OFTI 1215	Advanced Word Processing/ Desktop Publishing ¹	3
MATH 1100	Business Mathematics	3
Credits		15
Third Semester		
OFTI 1250	Electronic Presentations for Business Professionals	3
Elective	Program Elective	3
Gen Ed	Social and Behavioral Sciences (https://catalog.cod.edu/educational-opportunities/#social-behavioral)	3
Gen Ed	Humanities and Fine Arts (https://catalog.cod.edu/educational-opportunities/#humanities-fa)	3
BIOLO 1100 or EARTH 1101	Survey of Biology or Physical Geology of Earth's Interior	4
Select one of the following:		3
SPEEC 1100	Fundamentals of Speech Communication	
SPEEC 1120	Small-Group Communication	
SPEEC 1150	Introduction to Business Communication	
Credits		19
Fourth Semester		
OFTI 2500	Professional Office Capstone ¹	3
OFTI 2600	Professional Development	3
HOSP 2254	Meeting & Event Management II ¹	3
HOSP 2280	Hospitality Marketing Management	3
Elective	Program Elective	3
Elective	Program Elective	2
Credits		17
Total Credits		66

¹ Course has a prerequisite.

Program Milestones

First Semester

- Consider joining or visiting with a professional, cultural or interest-based Student Club (http://cod.edu/student_life/clubs_org/).

Second Semester

- If you have not done so yet this semester, it is important to make an appointment with a Faculty or Program Advisor (<https://www.cod.edu/academics/programs/ofti/faculty.aspx>) to discuss your future academic progress.

This page lists programs related to one another.

2 *Administrative Assistant and Meeting/Event Planning, A.A.S.*

- Administrative Assistant and Meeting/Event Planning, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-assistant-meeting-event-planning-certificate/>)
- Administrative Support Essentials, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-essentials-certificate/>)
- Administrative Support Specialist, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-specialist-aas/>)
- Administrative Support Specialist, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-support-specialist-certificate/>)
- Executive Assistant, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/executive-assistant-aas/>)
- Medical Office, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/medical-office-certificate/>)
- Office Technology Specialist, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/office-technology-specialist-certificate/>)
- Word Specialist, Certificate (<https://catalog.cod.edu/programs-study/office-technology-information/word-specialist-certificate/>)