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/).