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

The Administrative Support and Meeting/Event Planning degree prepares the student for an administrative support position with a focus on meeting and event planning.

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.ADSUP

Code	Title	Credits
Program Requirements		
OFTI 1100	Keyboarding and Document Fundamentals	3
OFTI 1130	Business Correspondence	3
OFTI 1200	Microsoft 365 for Business Professionals	3
OFTI 1201	Advanced Microsoft 365	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		**8**
Select five credits in the Hospitality and Tourism program [1]		
Select three credits in the Office Technology Program or Computer Information Science Program [1,2,3]		
General Education		**18-22**
Select 18 to 22 credits [1]		
Total Credits		**65-69**

[1] In addition to the courses listed above.

[2] Contact the OFTI Chair for current OFTI electives

[3] If choosing CIS, CIS 1221 is highly recommended.