

# ADMINISTRATIVE SUPPORT SPECIALIST, A.A.S.

The **Administrative Support Specialist degree** 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 work force. This degree requires a minimum of 64 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.SUPRT

Code	Title	Credits
<b>Program Requirements</b>		
OFTI 1100 or OFTI 1105	Keyboarding and Document Fundamentals 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
MANAG 2210	Principles of Management	3
<b>Program Electives</b>		
Select one three credit hour CIS course <sup>1, 2</sup>		3
<b>General Education</b>		
Select 18 to 22 credits <sup>2</sup>		18-22
<b>Total Credits</b>		<b>64-68</b>

<sup>1</sup> CIS 1221 Data Analysis with Spreadsheets is highly recommended.

<sup>2</sup> 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
<b>First Semester</b>		
ENGLI 1101 or ENGLI 1105	English Composition I or Workplace Writing	3
OFTI 1105	Speed Development Keyboarding	3
OFTI 1130	Business Correspondence	3
OFTI 1200	MS Office for Professional Staff	3
OFTI 1210	Word Processing I	3
<b>Credits</b>		<b>15</b>
<b>Second Semester</b>		
OFTI 1110	Document Formatting	3
OFTI 1215	Advanced Word Processing/ Desktop Publishing	3
OFTI 1300	Virtual Office Assistant	3
BUSIN 1100	Introduction to Business	3
MATH 1100	Business Mathematics	3
<b>Credits</b>		<b>15</b>
<b>Summer Semester</b>		
OFTI 1203	E-Mail and Electronic Communication	3
<b>Credits</b>		<b>3</b>
<b>Third Semester</b>		
Select one of the following:		3
SPEEC 1100	Fundamentals of Speech Communication	
SPEEC 1120	Small-Group Communication	
SPEEC 1150	Introduction to Business Communication	
Gen Ed	Social and Behavioral Sciences ( <a href="https://catalog.cod.edu/educational-opportunities/#social-behavioral">https://catalog.cod.edu/educational-opportunities/#social-behavioral</a> )	3
BIOLO 1100 or EARTH 1101	Survey of Biology or Physical Geology of Earth's Interior	4
OFTI 1250	Electronic Presentations for Business Professionals	3
CIS 1221	Data Analysis with Spreadsheets	3
Gen Ed	Humanities and Fine Arts ( <a href="https://catalog.cod.edu/educational-opportunities/#humanities-fa">https://catalog.cod.edu/educational-opportunities/#humanities-fa</a> )	3
<b>Credits</b>		<b>19</b>
<b>Fourth Semester</b>		
OFTI 2500	Professional Office Capstone	3
OFTI 2600	Professional Development	3
ACCOU 2140	Financial Accounting	4
MANAG 2210	Principles of Management	3
<b>Credits</b>		<b>13</b>
<b>Total Credits</b>		<b>65</b>

## Program Milestones

### First Semester

- Consider joining or visiting with a professional, cultural or interest-based Student Club ([http://cod.edu/student\\_life/clubs\\_org/](http://cod.edu/student_life/clubs_org/)).
- Meet with Program Chair or Program Advisor
- Review and obtain a copy of yearly plan.
- Take math placement exam.

- Review reading and writing placement exam process
- Ensure access to MS Office 2019

## **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.
- Completed math placement
- Enrolled in math course

## **Summer Semester**

- Attempt MOS Certification for MS Word 2019

## **Fourth Semester**

- Complete and present Capstone portfolio

This page lists programs related to one another.

- Administrative Assistant and Meeting/Event Planning, A.A.S. (<https://catalog.cod.edu/programs-study/office-technology-information/administrative-assistant-meeting-event-planning-aas/>)
- 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, 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/>)