

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
Program Requirements		
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
Program Electives		
Select one three credit hour CIS course ^{1, 2}		3
General Education		
Select 18 to 22 credits ²		18-22
Total Credits		64-68

¹ CIS 1221 Data Analysis with Spreadsheets is highly recommended.

² 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/>).