

**Model Schedule: Office Management and Technology -- Administrative Office Management (A.A.S.)
Proposed Program (Beginning Fall 2011)**

	Course		Notes	Prereqs.	Completed	Credits	Total
Freshman First Semester	BUSN 1102	Intro. to Business		ACT 19/Math 93/Math 93 Challenge Exam (70%) ACT 18/ENGL 0097		3	15
	BUSN 1141	Business Math				3	
	ENGL 1104	Written English I				3	
	INFO 1100	Computer Concepts & Applications Keyboarding (or demonstrated proficiency)				3	
	OFAD 1100					3	
Freshman Second Semester	BUSN 2210	Human Relations in Business		"C" in ENGL 1104		3	18
	ENGL 1109	Tech. Report Writing				3	
	FINC 2230	Financial Literacy				3	
	INFO 2225	Fundamentals of Web Design				3	
	OFAD 2233	Database Applications	**			3	
	OFAD 2250	Desktop Publishing				3	
Sophomore First Semester	ACCT 1100	Fundamentals of Accounting		"C" in ENGL 1104 "C" in ENGL 1104 or ACT Verbal 21		3	18
	BUSN 2251	Corporate Communications	wi			3	
	COMM 2200 or COMM 2202	Intro to Human Comm or Intro to Comm in the World of Work				3	
	INFO 2220	Spreadsheet Design				3	
	OFAD 2232	Word Processing Appls.	*		INFO 1100, OFAD 1100	3	
OFAD 2240	Adm. Office Procedures	*	OFAD 1100	3			
Sophomore Second Semester	BUSN 2248	Business Essentials		BUSN 2251 or BUSN 2800		3	15
	MGMT 2214	Office Management				3	
	OFAD 2241	Workplace Productivity	** !		INFO 1100, OFAD 2232	3	
	OFAD 2245	MS Certification Preparation	** !		Instructor Consent	3	
	OFAD 2995	Prof. Intern. & Port. Dev.	!		Instructor Consent	3	

Total Credits

66

This model schedule is designed to be used in conjunction with the

2011-2012 Pierpont Community and Technical College catalog:

- ^ See catalog or program requirements for further details
- * Offered fall semester only
- ** Offered spring semester only
- c Classes to be taken concurrently
- wi Writing intensive course
- ! Approval required by course instructor
- a Advisor approval required