

Associate in Applied Science Degree

ADMINISTRATIVE OFFICE TECHNOLOGY

The Administrative Office Technology degree prepares students to work in the modern office environment as administrative office professionals and office managers. Graduates of this program will have the customer-service, communication, Internet, software, and office-management skills to be efficient and effective office associates, able to prepare documents and spreadsheets, manage meetings and events, and communicate with colleagues and clients.

While some of the courses in the Administrative Office Technology degree program transfer to a senior institution, this degree is not designed as a "transfer" degree, but, rather, is a career degree that prepares you for employment.

PROGRAM INFORMATION

Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all courses for progression and graduation. Most Administrative Office Technology (AOT) courses are offered only once each year, so following the recommended course sequence is extremely important.

CURRICULUM SEQUENCE

First Semester - Fall

AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 165	Information Processing Software	3
AOT 239	Computerized Office Accounting	3
	TOTAL	12

Second Semester - Spring

AOT 110	Document Formatting	3
AOT 234	Admin. Office Communications	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
	TOTAL	12

Third Semester - Summer

AOT 180	Customer Service	3
AOT 210	Document Production	3
AOT 261	Office Spreadsheet Applications	3
ENG 160	Technical Communications	3
	TOTAL	12

Fourth Semester - Fall

AOT 161	Records Management	3
AOT 263	Office Database Applications Elective*	3
PHI 110	Ethics	3
	TOTAL	12

Fifth Semester - Spring

AOT 133	Professional Development	3
AOT 254	Office Simulation Elective*	3
PSY 103**	Human Relations	3
	TOTAL	12
	TOTAL CREDIT HOURS	60

*Electives must be chosen from one of the following groups:
BAF 101 Personal Finance and ACC 150 Payroll Accounting or

(Continued)

AOT 265 Office Desktop Publishing and AOT 269 Internet Skills for the Workplace or
AOT 220 Medical Office Administrative Procedures & Coding and HIM 105 Med Office Comm and Practice
**PSY 201 can be taken in place of PSY 103.