

## 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 AOT-prefixed 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

Students may select Administrative Office Technology (60 credits) or Accounting, Legal or Medical Emphasis (66 credits) with advisor approval.

#### First Semester - Fall

AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 165	Information Processing Software	3
AOT 239	Computerized Office Accounting	3
or		
ACC 101	Principles of Accounting Emphasis Elective*	3
	TOTAL	15

#### Second Semester - Spring

AOT 110	Document Formatting	3
AOT 234	Admin. Office Communications	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics Emphasis Elective**	3
	TOTAL	15

#### 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	3
AOT 265	Office Desktop Publishing	3
PHI 110	Ethics	3
	TOTAL	12

#### Fifth Semester - Spring

AOT 133	Professional Development	3
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AOT 252	Systems and Processors Medical	3
or		
AOT 254	Office Simulation	
AOT 269	Internet Skills for the Workplace	3
PSY 103***	Human Relations	3
	TOTAL	12
	<b>TOTAL CREDIT HOURS</b>	<b>60-66</b>

\*Emphasis Elective: Choose BAF 101, HIM 103, or LEG 135

\*\*Emphasis Elective: Choose ACC 150, BUS 121, or HIM 105

\*\*\*PSY 201 can be taken in place of PSY 103.