



**ASSOCIATE DEGREE IN APPLIED SCIENCE
ADMINISTRATIVE OFFICE TECHNOLOGY with LEGAL ELECTIVES
(DAY)
FIRST YEAR**

<u>FIRST SEMESTER</u>		<u>C – L – CR</u>
AOT 141	Office Procedures**	3 – 0 – 3.0
AOT 134	Office Communications**	3 – 0 – 3.0
AOT 180	Customer Service	3 – 0 – 3.0
BUS 121	Business Law**	3 – 0 – 3.0
CPT 101	Introduction to Computers**	<u>3 – 0 – 3.0</u>
		15 – 0 – 15.0

<u>SECOND SEMESTER</u>		
AOT 144	Legal Office Procedures**	3 – 0 – 3.0
AOT 213	Legal Document Production**	3 – 0 – 3.0
AOT 214	Software Applications in the Law Office**	3 – 0 – 3.0
ENG 101	English Composition I**	3 – 0 – 3.0
MAT 160	Math for Business and Finance **	<u>3 – 0 – 3.0</u>
		15 – 0 – 15.0

<u>SUMMER TERM</u>		
CPT 172	Microcomputer Data Base**	3 – 0 – 3.0
CPT 174	Microcomputer Spreadsheets**	3 – 0 – 3.0
CPT 179	Microcomputer Word Processing**	3 – 0 – 3.0
PSC 201	American Government	<u>3 – 0 – 3.0</u>
		12 – 0 – 12.0

SECOND YEAR

<u>THIRD SEMESTER</u>		
ACC 111	Accounting Concepts**	3 – 0 – 3.0
AOT 133	Professional Development**	3 – 0 – 3.0
AOT 253	Legal Systems and Procedures**	3 – 0 – 3.0
MAT 101	Beginning Algebra	3 – 0 – 3.0
	Social/Behavioral Science***	<u>3 – 0 – 3.0</u>
		15 – 0 – 15.0

<u>FOURTH SEMESTER</u>		
CWE 123	Cooperative Work Experience**	0 – 15 – 3.0
MGT 110	Office Management**	3 – 0 – 3.0
	Humanities/Fine Arts	3 – 0 – 3.0
	Elective	<u>3 – 0 – 3.0</u>
		9 – 5 – 12.0

TOTAL CREDITS: 69.0

**A grade of "C" or better is required.

Pre-requisites: AOT 100 = Total 3 credits or Exemption by Exam

PROGRAM ADDITIONS: PSC 201, AOT 180
PROGRAM DELETIONS: ENG 265, MKT 135