



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

<u>FIRST SEMESTER</u>		<u>C – L – CR</u>
ACC 111	Accounting Concepts**	3 – 0 – 3.0
AOT 134	Office Communications**	3 – 0 – 3.0
AOT 141	Office Procedures**	3 – 0 – 3.0
CPT 101	Introduction to Computers**	3 – 0 – 3.0
AOT 180	Customer Service**	<u>3 – 0 – 3.0</u>
		15 – 0 – 15.0
<u>SECOND SEMESTER</u>		
AOT 142	Office Procedures II**	3 – 0 – 3.0
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
ENG 101	English Composition I**	<u>3 – 0 – 3.0</u>
		15 – 0 – 15.0
<u>SUMMER TERM</u>		
BUS 220	Business Ethics**	3 – 0 – 3.0
CPT 270	Advanced Microcomputer Applications**	3 – 0 – 3.0
MAT 160	Math for Business and Finance **	3 – 0 – 3.0
	Social/Behavioral Science	<u>3 – 0 – 3.0</u>
		12 – 0 – 12.0
<u>SECOND YEAR</u>		
<u>THIRD SEMESTER</u>		
AOT 133	Professional Development**	3 – 0 – 3.0
AOT 254	Office Simulation**	3 – 0 – 3.0
BUS 121	Business Law**	3 – 0 – 3.0
MGT 110	Office Management**	3 – 0 – 3.0
	Humanities/Fine Arts	<u>3 – 0 – 3.0</u>
		15 – 0 – 15.0
<u>FOURTH SEMESTER</u>		
AOT 275	Selected Topics in Administrative Office**	3 – 0 – 3.0
CWE 123	Cooperative Work Experience**	0 – 15 – 3.0
MAT 101	Beginning Algebra	3 – 0 – 3.0
	Elective	<u>3 – 0 – 3.0</u>
		9 – 15 – 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: AOT 275, AOT 180

PROGRAM DELETIONS: ENG 265, MKT 135

12/12/11