



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

| <u>FIRST SEMESTER</u> | | <u>C – L – CR</u> |
|-----------------------|-----------------------------|--------------------|
| 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> |
| | | 12 – 0 – 12.0 |

| <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** | <u>3 – 0 – 3.0</u> |
| | | 12 – 0 – 12.0 |

| <u>SUMMER TERM</u> | | |
|--------------------|---------------------------------------|--------------------|
| BUS 220 | Business Ethics** | 3 – 0 – 3.0 |
| CPT 270 | Advanced Microcomputer Applications** | 3 – 0 – 3.0 |
| ENG 101 | English Composition I ** | 3 – 0 – 3.0 |
| MGT 110 | Office Management** | <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 254 | Office Simulation** | 3 – 0 – 3.0 |
| BUS 121 | Business Law** | <u>3 – 0 – 3.0</u> |
| | | 12 – 0 – 12.0 |

| <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 160 | Math for Business and Finance ** | 3 – 0 – 3.0 |
| | Social/Behavioral Science | <u>3 – 0 – 3.0</u> |
| | | 9 – 15 – 12.0 |

| <u>SUMMER TERM</u> | | |
|--------------------|----------------------|--------------------|
| MAT 101 | Beginning Algebra | 3 – 0 – 3.0 |
| | Humanities/Fine Arts | 3 – 0 – 3.0 |
| | Elective | <u>3 – 0 – 3.0</u> |
| | | 9 – 0 – 9.0 |

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