



ASSOCIATE DEGREE: APPLIED SCIENCE IN ADMINISTRATIVE OFFICE TECHNOLOGY (69 SHC)

GENERAL EDUCATION: MINIMUM (15 SHC)

Student must be a high School graduate.

Student Name: _____ PLACEMENT _____ RDG _____ MAT _____ ENG _____ MAT _____
If the required placement test scores are not met for this major, the student is required to take the course as indicated.

Table with columns: COURSE, LECT, LAB, SHC, SEMESTER TAKEN, GRADE. Includes rows for RDG, MAT, and ENG placement tests.

Table for HUMANITIES/FINE ARTS (9 SHC). Lists courses like ENG 101, SPC 205, HIS 101, etc., with columns for 1st SEM, (SHC), TERM, and GRADE.

Table for NATURAL SCIENCES/MATHEMATICS (NSM) (3 SHC). Lists courses like BIO 101, CHM 110, MAT 110, etc., with columns for 2nd SEM, (SHC), TERM, and GRADE.

Table for SOCIAL/BEHAVIORAL SCIENCES (SBS) (3 SHC). Lists courses like ECO 210, ECO 211, PSC 201, with columns for 3rd SEM, (SHC), TERM, and GRADE.

Table for REQUIRED CORE SUBJECT AREAS (18 SHC). Lists courses like CPT 101, AOT 105, AOT 110, etc., with columns for 4th SEM, (SHC), TERM, and GRADE.

Table for OTHER HOURS FOR GRADUATION (33 SHC). Lists various elective courses like COL 103, ACC 101, AOT 120, etc.

Table for ELECTIVE (3 SHC) and TOTAL 69 SHC.

Administrative Office Technology

Program Description: The Administrative Office Technology Program is structured to provide students with education and skills in secretarial office procedures, including training in the use of keyboarding, machine transcription, office machines, calculators, accounting, and word processing equipment.