

Graduation Plan

First Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
COL 101 College Orientation	1		1 st 8-weeks
*AOT 133 Professional Development	3		1 st 8-weeks
*AOT 165 Information Processing Software	3	Keyboarding skills	1 st 8-weeks
AOT 105 Keyboarding	3		1 st 8-weeks
*ENG 101 English Composition I OR *ENG 155 Communications I	3	Co-requisite ENG 032	2 nd 8-weeks
*AOT 110 Document Formatting	3	AOT 105	2 nd 8-weeks
TOTAL	16		

Second Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 167 Information Processing Applications	3	AOT 165	Summer
HSS 205 Technology and Society	3	Co-requisite ENG 032 or equivalent	Wintermester or Summer
*AOT 134 Office Communications	3	ENG 031 Co-requisites AOT 105	Wintermester or Summer
TOTAL	9		

Third Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 143 Office Systems and Procedures	3	AOT 105	1 st 8-weeks
MAT 155 Contemporary Mathematics	3	MAT 033 or equivalent	1 st 8-weeks
*ACC 111 Accounting Concepts	3	MAT 033 or equivalent	1 st 8-weeks
*AOT 267 Integrated Information Processing	3	AOT 105, MAT 033 or equivalent	2 nd 8-weeks
*IST 225 Internet Communications	3		2 nd 8-weeks
TOTAL	15		

Fourth Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 106 Keyboarding Lab I	1	AOT 105	1 st 4-weeks

* Courses in this program that require a minimum grade of "C."

**Associate in Applied Science
Administrative Office Technology (AAS.AOT 35007)**

**Total Credit Hours: 62
Effective: Fall 2020**

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ECO 101 Basic Economics OR ECO 210 Macroeconomics	3	Co-requisite ENG 032 or equivalent	1 st 4-weeks
*ENG 156 Communications II	3	ENG 155 or ENG 101	2 nd 4-weeks
*AOT 121 Machine Transcription	3	AOT 110, AOT 134	2 nd 8-weeks
TOTAL	10		

Fifth Semester

	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 250 Advanced Information Processing	3	AOT 267	1 st 8-weeks
*AOT 265 Office Desktop Publishing	3	AOT 105 or keyboarding skills	1 st 8-weeks
*AOT 254 Office Simulation	3	AOT 134, AOT 167, AOT 267	2 nd 8-weeks
Elective	3		2 nd 8-weeks
TOTAL	12		

* Courses in this program that require a minimum grade of "C."