

Degree: **Associate in Applied Science**  
 Major: **ADMINISTRATIVE OFFICE TECHNOLOGY (ADT3)**  
 Credit Requirements: 69 semester credit hours

This program prepares students for positions as administrative office professionals and office managers. Upon completion, students will have the customer service, communication, Internet, software, and office management skills to be an efficient and effective member of an office team. Graduates find employment opportunities in the following fields: public relations, banks, education, legal and medical offices, retailers, construction companies, government agencies, investment firms, and real estate companies. Students must have a "C" or better in all AOT classes and prerequisites to graduate.

**FIRST SEMESTER (FALL)**

ENG 155	Communications I	3
AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 161	Records Management	3
AOT 162	Basic Information Processing	3
	<b>TOTAL</b>	<b>15</b>

**SECOND SEMESTER (SPRING)**

ENG 160	Technical Communications	3
MAT 155	Contemporary Mathematics	3
AOT 110	Document Formatting	3
AOT 165	Information Processing Software (Word)	3
AOT 234	Administrative Office Communications	3
	<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

AOT 121	Machine Transcription	3
AOT 180	Customer Service	3
AOT 210	Document Production	3
AOT 265	Office Desktop Publishing (Publisher)	3
	<b>TOTAL</b>	<b>12</b>

**FOURTH SEMESTER (FALL)**

AOT 133	Professional Development	3
AOT 256	Office Management Skills	3
AOT 261	Office Spreadsheet Applications (Excel)	3
AOT 269	Internet Skills for the Work Place	3
PHI 103	Workplace Ethics	3
	<b>TOTAL</b>	<b>15</b>

**FIFTH SEMESTER (SPRING)**

AOT 239	Computerized Office Accounting	3
AOT 254	Office Simulation	3
AOT 263	Office Database Applications (Access)	3
PSY 103	Human Relations	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>