

# Administrative Office Technology Associate in Business

## Entrance Requirements:

Acceptable ASSET or COMPASS score

## Type of Program:

Day or night

## Type of Degree:

Associate degree

## Employment Opportunities:

Business and industry, hospital systems,  
governmental agencies

- This program prepares students for administrative-level office positions in business, industry, and/or government agencies. Preparation includes training in the latest, as well as emerging, technologies which include keyboarding and word processing, office procedures, accounting, business communication, and computer applications. Upon completion, students will be proficient in business application software, communication, customer service, Internet research, and office management skills needed to be an efficient and effective member of an office team.
- Requires a minimum grade of “C” in all AOT, OST, CPT, IST, and ACC courses.
- Exemption tests are available for some courses at a fee assessed by the college.
- Credits earned in the AOT programs are accepted for five years. Credits earned prior to this five-year period must be documented by successful completion of the applicable exemption exam. Not all courses have exemption exams; courses without exemption exams will have to be retaken.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.
- Accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

## Recommended Program Schedule

### *First Semester*

AOT 106	Keyboarding Lab I	1.0
AOT 105	Keyboarding#	3.0
AOT 134	Office Communications	3.0
CPT 101	Introduction to Computers*	3.0
ENG 165	Professional Communications*	3.0

### ***Second Semester***

	Math Elective*/***	3.0
AOT 110	Document Formatting	3.0
AOT 234	Administrative Office Communications	3.0
CPT 270	Advanced Microcomputer Applications	3.0
AOT 161	Records Management	3.0

### ***Third Semester***

AOT 251	Administrative Systems & Procedures	3.0
CPT 104	Introduction to Information Technology	3.0
	Humanities/Fine Arts Elective*/†	3.0
	Speech Elective**	3.0

### ***Fourth Semester***

ACC 101	Accounting Principles I	3.0
AOT 145	Office Math Applications	3.0
AOT 143	Office Systems and Procedures	3.0
AOT 210	Document Production	3.0
	Social Science Elective*/†	3.0

### ***Fifth Semester***

	AOT Elective $f$	3.0
	AOT Elective $f$	3.0
AOT 254	Office Simulation	3.0
AOT 265	Office Desktop Publishing	3.0
IST 225	Internet Communications	3.0

**Total credit hours** **70.0**

\* General Education Course

#### **\*\*Speech Elective (choose one)**

SPC 205	Public Speaking	3.0
SPC 208	Intercultural Communication	3.0
SPC 209	Interpersonal Communication	3.0

\*\*\*Math Elective — any General Education

Mathematics course higher than MAT 101

$f$ AOT Electives — choose two of the following approved courses: AOT 122, AOT 123, AOT 252,

ACC 102, ACC 150, MKT 130, BUS 220, AOT 270

†Humanities & Social Science Elective — See advisor for approved list of courses, as documented with curriculum road maps. Note: SPA 105 (Conversational Spanish) is strongly encouraged as the Humanities elective for this curriculum program.

#Prerequisites: AOT 101 or keyboarding skills;

AOT 106 is pre- or co-requisite.

## **Medical Concentration**

### **Recommended Program Schedule**

#### ***First Semester***

AOT 106	Keyboarding Lab I	1.0
AOT 105	Keyboarding#	3.0
AOT 134	Office Communications	3.0
CPT 101	Introduction to Computers*	3.0
ENG 165	Professional Communications	3.0

***Second Semester***

	Math Elective*/***	3.0
AOT 110	Document Formatting	3.0
AOT 234	Administrative Office Communications	3.0
CPT 270	Advanced Microcomputer Applications	3.0
AOT 161	Records Management	3.0

***Third Semester***

AOT 251	Administrative Systems & Procedures	3.0
CPT 104	Introduction to Information Technology	3.0
AHS 102	Medical Terminology	3.0
	Humanities/Fine Arts Elective*/†	3.0

***Fourth Semester***

AOT 252	Medical Systems and Procedures	3.0
AOT 145	Office Math Applications	3.0
AOT 143	Office Systems and Procedures	3.0
AOT 210	Document Production	3.0
	Social Science Elective*/†	3.0

***Fifth Semester***

	Speech Elective**	3.0
BIO 110	General Anatomy & Physiology	3.0
AOT 254	Office Simulation	3.0
AOT 265	Office Desktop Publishing	3.0
IST 225	Internet Communications	3.0

**Total credit hours 70.0**

\* General Education Course

\*\*Speech Elective (choose one)

SPC 205	Public Speaking	3.0
SPC 208	Intercultural Communication	3.0
SPC 209	Interpersonal Communication	3.0

\*\*\*Math Elective — any General Education  
Mathematics course higher than MAT 101

†Humanities & Social Science Elective — See advisor for approved list of courses, as documented with curriculum road maps. Note: SPA 105 (Conversational Spanish) is strongly encouraged as the Humanities elective for this curriculum program.

#Prerequisites: AOT 101 or keyboarding skills; AOT 106 is pre- or co-requisite.

# Legal Concentration

## Recommended Program Schedule

### *First Semester*

AOT 106	Keyboarding Lab I	1.0
AOT 105	Keyboarding#	3.0
AOT 134	Office Communications	3.0
CPT 101	Introduction to Computers*	3.0
ENG 165	Professional Communications	3.0

### *Second Semester*

	Math Elective*/***	3.0
AOT 110	Document Formatting	3.0
AOT 234	Administrative Office Communications	3.0
CPT 270	Advanced Microcomputer Applications	3.0
AOT 161	Records Management	3.0

### *Third Semester*

AOT 251	Administrative Systems & Procedures	3.0
CPT 104	Introduction to Information Technology	3.0
LEG 135	Introduction to Law and Ethics	3.0
	Humanities/Fine Arts Elective*/†	3.0

### *Fourth Semester*

LEG 121	Business Law I	3.0
	or	
LEG 213	Family Law	
AOT 145	Office Math Applications	3.0
AOT 143	Office Systems and Procedures	3.0
AOT 210	Document Production	3.0
	Social Science Elective*/†	3.0

### *Fifth Semester*

	Speech Elective**	3.0
AOT 123	Legal Transcription	3.0
AOT 254	Office Simulation	3.0
AOT 265	Office Desktop Publishing	3.0
IST 225	Internet Communications	3.0

**Total credit hours** **70.0**

\* General Education course

### **\*\*Speech Elective (choose one)**

SPC 205	Public Speaking	3.0
SPC 208	Intercultural Communication	3.0
SPC 209	Interpersonal Communication	3.0

\*\*\*Math Elective — any General Education Mathematics course higher than MAT 101

†Humanities & Social Science Elective — See advisor for approved list of courses, as documented with curriculum road maps. Note: SPA 105 (Conversational Spanish) is strongly encouraged as the Humanities elective for this curriculum program.

#Prerequisites: AOT 101 or keyboarding skills; AOT 106 is pre- or co-requisite.