

Associate in Applied Science ADMINISTRATIVE OFFICE TECHNOLOGY									
Navy Rate: Religious Program Specialist (RP)		Military Credit Earned							
Education Requirements	Credit Hours Required	E3	E4	E5	E6	E7	E8	E9	CLEP/ Dantes
General Education Requirements		15							
CPT 101 Introduction to Computers	3		3	3	3	3	3	3	
ENG 101 English Composition I	3								YES
MAT 120 Probability and Statistics or MAT 155 Contemporary Mathematics	3								YES
ECO 210 Macroeconomics	3								YES
Humanities Elective	3			3	3	3	3	3	YES
Professional Courses		29							
AOT 106 Keyboarding Lab I	1		1	1	1	1	1	1	
AOT 107 Keyboarding Lab II	1		1	1	1	1	1	1	
AOT 134 Office Communications	3		3	3	3	3	3	3	
AOT 137 Office Accounting	3								
AOT 265 Office Desktop Publishing	3								
AOT 161 Records Management	3								
AOT 234 Administrative Office Communications	3								
AOT 251 Administrative Systems and Procedures or AOT 252 Medical Systems and Procedures	3								
AOT 267 Integrated information Processing	3								
AOT Elective	3		3	3	3	3	3	3	
AOT Elective	3		3	3	3	3	3	3	
Other Required Courses		27							
BUS 101 Introduction to Business	3								YES
BUS 220 Business Ethics	3								YES
CPT 172 Microcomputer Database	3								
CPT 174 Microcomputer Spreadsheets	3								
CPT 179 Microcomputer Word Processing	3								
CPT 270 Advanced Microcomputer Applications	3								
CPT 290 Microcomputer Multimedia Concepts and Applications	3								
MKT 130 Customer Service Principles	3								
MGT 110 Office Management	3			3	3	3	3	3	
Total Credit Hours Required for Degree		71							
Total Military Credit Hours Available			14	20	20	20	20	20	
Credit Hours to Complete Degree		71	57	51	51	51	51	51	
(1) This program display illustrates the minimum credit awarded based on the Navy rating. Additional credit may be awarded based on A and C schools and certain NECs once the SMART is submitted and evaluated.									
ALL COURSES AVAILABLE ONLINE									