Associate in Applied Science ADMINISTRATIVE OFFICE TECHNOLOGY									
Navy Rate: Navy Counselor (NC)		**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