Associate in Applied Science ADMINISTRATIVE OFFICE TECHNOLOGY									
Navy Rate: Personnel Specialist (PS)	Military Credit Earned								
Education Requirements	-								CLEP/
Education Requirements	Hours	LJ	L4	LJ	LO	L'	LO	L9	Dantes
	Required								
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	3								YES
MAT 155 Contemporary Mathematics									
ECO 210 Macroeconomics	3								YES
Humanities Elective	3								YES
Professional Courses	29			4		a		a	
AOT 106 Keyboarding Lab II	1		1	1	1	1	1	1	
AOT 107 Keyboarding Lab II AOT 134 Office Communications	3		1	1	3	3	3	3	
AOT 134 Office Communications AOT 137 Office Accounting	3			3	3	<u> </u>	<u> </u>	3	
AOT 137 Office Accounting AOT 265 Office Desktop Publishing	3								
AOT 161 Records Management	3								
AOT 234 Administrative Office	3								
Communications									
AOT 251 Administrative Systems and									
Procedures or	3								
AOT 252 Medical Systems and Procedures									
AOT 267 Integrated information Processing	3								
AOT Elective	3			3	3	3	3	3	
AOT Elective	3			3	3	3	3	3	
Other Required Courses	27				<u> </u>	<u> </u>		J	
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		3	3	3	3	3	3	
CPT 270 Advanced Microcomputer	3								
Applications									
CPT 290 Microcomputer Multimedia	3								
Concepts and Applications									
MKT 130 Customer Service Principles	3		3	3	3	3	3	3	
MGT 110 Office Management	3			3	3	3	3	3	
Total Credit Hours Required for Degree	71								
Total Military Credit Hours Available			11	20	23	23	23	23	
Credit Hours to Complete Degree		71	60	51	48	48	48	48	
(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 COURS	ES AVAILAB	LE ON	LINE						