

**ADMINISTRATIVE OFFICE ASSISTANT PROGRAM
ASSOCIATE OF APPLIED SCIENCE DEGREE
Catalog 2005-2007**

The Associate in Applied Science (A.A.S.) Administrative Office Assistant degree program provides educational training to those seeking employment in organizations needing effective office and administrative supports. In addition to the associate's degree, the College offers a certificate in AOAP which can be earned in nine months and is fully transferable to the degree program. To enroll in AOAP 280 Cooperative Education, you must have the permission of the program coordinator.

Note: Students must receive a "C" or better in all courses to count toward a degree.

1st Semester	Credit Hours	Grade
___ AOAP 110 Records Management	3	_____
___ AOAP 116 Business English	3	_____
___ AOAP 118 Office Procedures I	3	_____
___ AOAP 123 Keyboarding I	3	_____
___ AOAP 125 Human Relations	3	_____
___ AOAP 115 Practical Business Math Procedures	3	_____
		Total 18 credits
2nd Semester		
___ ACCT 201 Fundamentals of Accounting I	4	_____
___ AOAP 117 Business Communication	3	_____
___ AOAP 210 Word Processing I	3	_____
___ COSC 116 Spreadsheets	3	_____
___ AOAP 126 Customer Relations	2	_____
___ _____ Approved Elective	3	_____
		Total 18 credits
3rd Semester		
___ AOAP 212 Keyboarding II	3	_____
___ AOAP 252 Word Processing II	3	_____
___ COSC 185 Database Management Systems	3	_____
___ ENGL 111 Freshman Composition	3	_____
___ SPCH 111 Interpersonal Communication	3	_____
		Total 15 credits
4th Semester		
___ AOAP 219 Office Procedures II	3	_____
___ AOAP 280 Cooperative Education	3	_____
___ ENGL 211 Advanced Composition	3	_____
___ MATH 115 Intermediate Algebra and Applications	4	_____
___ _____ Humanities/Social Science Elective	3	_____
		Total 16 credits

Total credit hours required for this degree is 67