

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM
ASSOCIATE OF APPLIED SCIENCE DEGREE
Catalog 2007-2008

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, a certificate in AOAP is offered which can be earned in nine months and is fully transferable to the degree program.

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

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP)

				Credit Hours	Grade
1st Semester					
_____	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	<u>3</u>	_____
				Total 18	
2nd Semester					
_____	ACCT	201	Fundamentals of Accounting I	4	_____
_____	AOAP	117	Business Communication	3	_____
_____	AOAP	126	Customer Relations	3	_____
_____	AOAP	210	Word Processing I	3	_____
_____	COSC	116	Spreadsheets	<u>3</u>	_____
				Total 16	
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	<u>3</u>	_____
				Total 15	
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 **	<u>3</u>	_____
				Total 16	

Total credit hours required for this degree is 65

* Requires permission of program instructor.

** See page 51, Humanities and Social Science Electives, 2008-2009 San Juan College catalog.