

Graduation Plan

First Semester			
	Credit Hours	Prerequisites & Co-requisites	Done
COL 101 College Orientation	1		<input type="checkbox"/>
*AOT 110 Document Formatting	3	AOT 105, RDG 100	<input type="checkbox"/>
*AOT 133 Professional Development	3		<input type="checkbox"/>
*AOT 165 Information Processing Software	3	Keyboarding skills	<input type="checkbox"/>
*ENG 155 Communications I	3	ENG 032, RDG 100	<input type="checkbox"/>
HSS 205 Technology and Society	3	ENG 032	<input type="checkbox"/>
TOTAL	16		

Second Semester

	Credit Hours	Prerequisites & Co-requisites	Done
*AOT 106 Keyboarding Lab I	1	AOT 105	<input type="checkbox"/>
*AOT 134 Office Communications	3	ENG 031; Co-requisites: AOT 105	<input type="checkbox"/>
*AOT 143 Office Systems and Procedures	3	AOT 105	<input type="checkbox"/>
*AOT 167 Information Processing Applications	3	AOT 165	<input type="checkbox"/>
*ENG 156 Communications II	3	ENG 155	<input type="checkbox"/>
MAT 155 Contemporary Mathematics	3	MAT 032	<input type="checkbox"/>
TOTAL	16		

Third Semester

	Credit Hours	Prerequisites & Co-requisites	Done
*AOT 121 Machine Transcription	3	AOT 110, AOT 134	<input type="checkbox"/>
*ACC 111 Accounting Concepts	3		<input type="checkbox"/>
*AOT 251 Administrative Systems and Procedures	3	AOT 143	<input type="checkbox"/>
*AOT 267 Integrated Information Processing	3	AOT 105, MAT 032	<input type="checkbox"/>
*IST 225 Internet Communications	3		<input type="checkbox"/>
TOTAL	15		

Fourth Semester

	Credit Hours	Prerequisites & Co-requisites	Done
*AOT 250 Advanced Information Processing	3	AOT 267	<input type="checkbox"/>
*AOT 254 Office Simulation	3	AOT 134, AOT 167, AOT 267	<input type="checkbox"/>
*AOT 265 Office Desktop Publishing	3	AOT 105	<input type="checkbox"/>
ECO 101 Basic Economics or	-	ENG 032	<input type="checkbox"/>
ECO 210 Macroeconomics	3	ENG 032	<input type="checkbox"/>

* Courses in this program that require a minimum grade of "C."

**Associate in Applied Science
Administrative Office Technology (AAS.AOT 35007)**

**Total Credit Hours: 62
Effective: Fall 2016**

Graduation Plan

Elective(s)	3		<input type="checkbox"/>
TOTAL	15		

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