

**Graduation Plan**

<b>First Semester</b>			
	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Done</b>
COL 101 College Orientation	1		<input type="checkbox"/>
*AOT 110 Document Formatting	3	AOT 105	<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	Co-requisite ENG 032 or equivalent	<input type="checkbox"/>
HSS 205 Technology and Society	3	Co-requisite ENG 032 or equivalent	<input type="checkbox"/>
<b>TOTAL</b>	<b>16</b>		

**Second Semester**

	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Done</b>
*AOT 106 Keyboarding Lab I	1	AOT 105	<input type="checkbox"/>
*AOT 134 Office Communications	3	ENG 031 or equivalent 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 or equivalent	<input type="checkbox"/>
MAT 155 Contemporary Mathematics	3	MAT 033 or equivalent	<input type="checkbox"/>
<b>TOTAL</b>	<b>16</b>		

**Third Semester**

	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Done</b>
*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 033 or equivalent	<input type="checkbox"/>
*IST 225 Internet Communications	3		<input type="checkbox"/>
<b>TOTAL</b>	<b>15</b>		

**Fourth Semester**

	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Done</b>
*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	-	Co-requisite ENG 032 or equivalent	<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**

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ECO 210 Macroeconomics	3	Co-requisite ENG 032 or equivalent	<input type="checkbox"/>
Elective(s)	3		<input type="checkbox"/>
<b>TOTAL</b>	<b>15</b>		

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