

Associate of Applied Science: Administrative Office Assistant



FIRST QUARTER

COURSE	TITLE	CR
AOA 102	PROF OFFICE PROCEDURES	5
AOA 106	MS WINDOWS	1
AOA 110	MS WORD I	5
AOA 112	BUSINESS GRAMMAR I	1
	GEN ED - see advisor	5
TOTAL CREDITS		17

SECOND QUARTER

COURSE	TITLE	CR
AOA 108	RECORDS MANAGEMENT	4
AOA 203	MS EXCEL I	5
AOA 111	MS OUTLOOK	2
AOA 126	BUSINESS GRAMMAR II	1
	GEN ED - see advisor	5
TOTAL CREDITS		17

THIRD QUARTER

COURSE	TITLE	CR
AOA 105	KEYBOARDING I	5
AOA 121	MS WORD II	5
AOA 132	BUSINESS GRAMMAR III	1
AOA 205	MS ACCESS I	3
TOTAL CREDITS		14

FOURTH QUARTER

COURSE	TITLE	CR
AOA 103	TELECOMMUNICATIONS	1
AOA 109	BUSINESS ETHICS	2
AOA 202	BUS GRAMMAR IV	1
AOA 204	MS POWERPOINT	3
AOA 223	MS EXCEL II	5
	GEN ED - see advisor	5
TOTAL CREDITS		17

FIFTH QUARTER

COURSE	TITLE	CR
AOA 120	KEYBOARDING II	5
AOA 124	BUS PRESENTATIONS	3
AOA 207	BUS GRAMMAR V	1
ACCT&201	PRINCIPLES OF ACCOUNTING	5
AND ONE OF THE FOLLOWING		
AOA 298	WORK BASED LRN EXPERIENCE	2
AOA 291	PRACTICAL APPLICATIONS	2
TOTAL CREDITS		16

SIXTH QUARTER

COURSE	TITLE	CR
AOA 123	APPLIED TECH COMMUNICATIOI	5
ACCT 207	QUICKBOOKS	5
AIA 217	BUSINESS GRAMMAR VI	1
AOA 240	CAPSTONE PROJECT	2
AOA 234	EMPLOYMENT PREPARATION	1
TOTAL CREDITS		14
TOTAL CREDITS		95

*This program is accredited by: Accreditation Council for Business Schools and Programs (ACBSP)

MINIMUM REQUIREMENT:

Student is ready for 80-level General Edu class - taken in the afternoon