

# Business – AAS/ Administrative Office Technology - Administrative Office Specialist Option

## Associate in Applied Science

Minimum of 61 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT INTO THIS PROGRAM.

This associate degree program is designed to meet the needs of an individual who wants to enter the job market following completion of the program. College credits earned may apply toward a bachelor's degree should the individual decide to continue studies at a four-year college or university.

Modern office operations demand technical skills far above simple typing and answering the telephone. The Administrative Office Technology Program at Oklahoma City Community College provides the education needed to become a valued member of a business office team. The College offers an associate degree featuring two areas of specialization: Administrative Office Specialist option and Legal Secretary option. Career opportunities are available as a receptionist, administrative assistant, executive secretary, and as a secretary for government, engineering, manufacturing, and business concerns. All AAS in Business options have a common business core of Support Courses and common General Education courses listed below.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
FA MAJOR	(C) FACULTY APPROVED MAJOR ELECTIVE	3	Major	
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2473	(C) OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
<b>Suggested Sophomore 1st Semester</b>				
AOT 2553	(C) AUTOMATED RECORDS MANAGEMENT	3	Major	(R) (W), AOT 1713, AOT 2473
AOT 2443	(C) ADMINISTRATIVE OFFICE PROCEDURES	3	Major	Corequisite: (R) (W), AOT 2313, AOT 2553 or by Evaluation*
AOT 2453	(C) OFFICE INFORMATION PROCESSING	3	Major	Corequisite: (R) (W), AOT 2313 or by Evaluation*
BUS 2033	(C) BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
<b>Suggested Sophomore 2nd Semester</b>				
AOT 2143	(C) ADMINISTRATIVE OFFICE SYSTEMS	3	Major	(R) (W)
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*
AOT 2463	(C) APPLIED GRAPHICS WITH DESKTOP PUBLISHING	3	Major	(R) (W), AOT 2313 or by Evaluation**
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Gen Ed	(R) (W), ENGL 1113 and POLSC 1113

Major Courses: (30 credit hours) (C)AOT 1713; (C)AOT 2143; (C)AOT 2313; (C)AOT 2443; (C)AOT 2453; (C)AOT 2463; (C)AOT 2473; (C)AOT 2553; (C)AOT 2660. (C)Three credit hours of Administrative Office Technology electives.

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2113; General Education Electives: Three credit hours of Faculty Approved Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 Credit Hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog.

(C) These courses require a minimum of a "C" grade.

#Cooperative agreements have been established with Francis Tuttle, Moore Norman and Metro Tech Technology Centers.