



## Administrative Office Assistant Program (AOAP) Course of Study 2016-2017

First Semester I (Fall)				
Course ID	Course Name	T/B/G	Cr	Ck off
AOAP 1050	Computer Theory	B	1	
AOAP 1400	Word	T	3	
ENGL 1500	Composition I	G	3	
FYEX 1010	First Year Success Strategies	G	1	
MATH 1110	Mathematics for Business	G	3	
	*Keyboarding Elective	B	1	
	<b>Total:</b>		<b>12</b>	

Second Semester I (Spring)				
Course ID	Course Name	T/B/G	Cr	Ck off
AOAP 1250	Document Analysis and Editing	T	3	
BMCA 1400	Presentations and Publications	T	3	
	*Communication Elective	G	3	
	*English Elective	G	3	
	*Social and Behavioral Science Elective	G	3	
	<b>Total:</b>		<b>15</b>	

Summer Session I				
Course ID	Course Name	T/B/G	Cr	Ck off
BMCA 1200	Excel	B	3	
	*Natural Science Elective	G	3	
	<b>Total:</b>		<b>6</b>	

**Curriculum Summary:** General (G)/ Basic (B) = 30-33 Hours

Technical (T) = 30-33 Hours

**Total Curriculum Hours=** 63

Third Semester II (Fall)				
Course ID	Course Name	T/B/G	Cr	Ck off
AOAP 2150	Desktop Publishing	T	3	
AOAP 2450	Document Production and Formatting	T	3	
AOAP 2590	Administrative Procedures I	T	3	
BMCA 1300	Access	B	3	
ITCS 2090	Project Management Methodologies	T	3	
	<b>Total:</b>		<b>15</b>	

Fourth Semester II (Spring)				
Course ID	Course Name	T/B/G	Cr	Ck off
AOAP 2500	Workplace Technologies	T	3	
AOAP 2550	Integrated Software	T	3	
AOAP 2610	Administrative Procedures II	T	3	
	*Arts and Humanities Elective	G	3	
	*Elective	T/B/G	3	
	<b>Total:</b>		<b>15</b>	

Summer Session II				
Course ID	Course Name	T/B/G	Cr	Ck off
	<b>Total:</b>			

**NOTE:** Students must complete the computer literacy requirement in order to graduate which may be met through competency testing or completion of a program specific computer course. Refer to the degree audit and consult with the program advisor for the appropriate course(s) that meet the computer literacy requirement.

**\*ADDITIONAL INFORMATION ON REVERSE**

# Administrative Office Program (AOAP)

## Course of Study 2016-17

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Arts & Humanities Electives			Natural Science Electives			Social & Behavioral Science Electives		
AMSL 1010	American Sign Language I	3	ASTR 1800	Introduction to Astronomy	3	BUSM 1510	Microeconomics	3
AMSL 1020	American Sign Language II	3	BIOL 1010	Principles of Biology	3	BUSM 1520	Macroeconomics	3
ARTS 1010	Art History I	3	BIOL 1070	Environmental Science	3	GEOG 1610	U.S. Geography	3
ARTS 1020	Art History II	3	BIOL 1210	General Biology I	4	GEOG 1710	World Regional Geography	3
ARTS 1200	The History of Photography	3	BIOL 1220	General Biology II	4	HIST 1100	Western Civilization to 1492	3
ENGL 2400	Creative Writing	3	BIOL 1410	Botany	3	HIST 1110	Western Civilization from 1492 to Present	3
ENGL 2420	The Literature of Work	3	BIOL 1510	Zoology	3	HIST 1200	U.S. History I	3
ENGL 2450	The Literature of Crime	3	BIOL 2010	General Microbiology	3	HIST 1210	U.S. History II	3
ENGL 2470	The Literature of Sustainability	3	BIOL 2400	Anatomy & Physiology I	3	POLS 1010	American National Government	3
ENGL 2520	British Literature: Industrialism to Present	3	BIOL 2410	Anatomy & Physiology I Lab	1	PSYC 1010	Introduction to Psychology	3
ENGL 2600	American Literature: Civil War to Present	3	BIOL 2420	Anatomy & Physiology II	3	PSYC 1100	Psychology of Gender	3
ENGL 2700	World Literature	3	BIOL 2430	Anatomy & Physiology II Lab	1	PSYC 2010	Abnormal Psychology	3
HUMS 1020	Critical Thinking	3	CHEM 1010	Chemistry I	3	PSYC 2030	Child/Adolescent Psychology	3
PHIL 1010	Introduction to Philosophy	3	CHEM 1020	Introduction to Organic and Biochemistry	3	PSYC 2080	Psychology of Personality	3
PHIL 1020	Introduction to Ethics	3	CHEM 1210	General Chemistry I	4	PSYC 2170	Social Psychology	3
PHIL 2010	Contemporary Philosophy	3	CHEM 1220	General Chemistry II	4	PSYC 2310	Educational Psychology	3
THTR 1010	Introduction to Theater	3	GEOL 1350	Earth Science	3	SOCI 1010	Introduction to Sociology	3
THTR 1210	Script Analysis	3	GEOL 2010	Physical Geology	4	SOCI 1500	Sociology of the Family	3
			PHYS 1100	Introductory Physics	4	SOCI 2050	Deviant Behavior	3
			PHYS 2010	Physics I: Mechanics and Heat	4	SOCI 2060	Race and Ethnicity	3
			PHYS 2020	Physics II: Modern Physics	4	SOCI 2180	Social Problems	3
						WMST 1010	Introduction to Women's Studies	3
Electives			Communication Electives					
ACCT 1010	Financial Accounting	3	COMM 1220	Interpersonal Communication	3			
BUSM 1310	Legal Environment	3	COMM 2610	Public Speaking	3			
IASS 1000	Ethics in the Information Age	3						
IASS 1100	Introduction to Information Assurance and Security	3						
MKTG 1000	Marketing	3						
Keyboarding Electives			English Electives					
AOAP 1110	Office Keyboarding Skills	1	ENGL 2500	Composition II	3			
AOAP 1150	Keyboarding Skillbuilding	1	ENGL 2800	Technical Writing	3			