# Office Skills - Diploma

## Administrative Office Technology

## AAS Degree

**Graduation Requirements**

1. **College Experience Requirement** (1 credit)  
   - SDV 108 The College Experience  
   - Completed _____  
   - Need _____

2. **General Education Courses (Required)** (6 credits)  
   - ENG 101 Elements of Writing  
   - Completed _____  
   - Need _____  
   - SPC 101 Fundamentals of Oral Communication  
   - Completed _____  
   - Need _____

3. **Business/Office Courses (Required)** (23 credits)  
   - ADM 112 Keyboarding (fall only)  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - ADM 116 Keyboarding II (fall only)  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - ADM 162 Office Procedures (fall only)  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - ACC 111 Introduction to Accounting  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - BUS 121 Business Communications  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - BUS 110 Business Math and Calculators  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - BUS 161 Human Relations  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - SDV 153 Pre-Employment Strategies  
   - Completed _____  
   - Need _____  
   - 2 cr ___

4. **Information Technology Courses (Required)** (6 credits)  
   - BCA 152 Comprehensive Spreadsheets  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - CSC 110 Introduction to Computers  
   - Completed _____  
   - Need _____  
   - 3 cr ___

Students must complete 36 credits and maintain a 2.0 grade point average to be awarded the office skills diploma.

### Administrative Office Technology - Associate of Applied Science Degree - 2 year

1. **Office Skills Diploma** (36 credits)  
   - ECN115 Personal Finance  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - ENG 105 Composition I  
   - Completed _____  
   - Need _____  
   - 3 cr ___  

2. **General Education Courses (Required)** (9 credits)  
   - MAT 101 Intermediate Algebra  
   - Completed _____  
   - Need _____  
   - 3 cr ___  

3. **Business, Information Technology & Related Courses (Required)** (25 credits)  
   - ACC 131 Principles of Accounting I  
   - Completed _____  
   - Need _____  
   - 4 cr ___  
   - BUS 185 Business Law I  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - BCA 167 Comprehensive Databases  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - CSC 135 Digital Communications  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - BCA 221 Integrated Computer Business Applications (spring only)  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - GRA 131 Digital Layout  
   - Completed _____  
   - Need _____  
   - 3 cr ___  
   - GRA 176 Layout Design I  
   - Completed _____  
   - Need _____  
   - 3 cr ___

**TOTAL NUMBER OF CREDITS**  
- Completed _____  
- Need _____

Students must complete 70 credits and maintain a 2.0 grade point average to be awarded the Associate of Applied Science degree in administrative office technology.

This document is for advising and schedule planning purposes only. (Updated 1/17)