

**ASSOCIATE OF APPLIED SCIENCE IN
ADMINISTRATIVE COMPUTER TECHNOLOGY (3555)**

First Year

First Semester – 16 Hours

POFT 1301	Business English	3
POFT 1319	Records and Information Management I	3
POFT 1331	Business Machines Applications	3
POFT 1429	Beginning Keyboarding (Majors)	4
HRPO 1311	Human Relations	3

Second Semester – 16 Hours

ENGL 1301	Freshman Composition	3
POFI 1301	Computer Applications I	3
POFT 2301	Intermediate Keyboarding	3
POFT 1309	Administrative Office Procedures I	3
POFT 1313	Professional Development for Office Personnel	3
KINE	Kinesiology	1

Summer Session – 6 Hours

HUMA	1301	Introduction to Humanities	3
	or		
HUMA	1302	World Cultures and Global Issues	
	or		
ARTS 1301	Art Appreciation		
SPCH 1311	Fundamentals of Speech	3	
	or		
SPCH 1321	Business and Professional Speech		

Second Year

First Semester – 15 Hours

ACNT 1303	Introduction to Accounting I	3	
POFI 2301	Word Processing	3	
POFT 2312	Business Correspondence and Communication	3	
POFT 2321	Machine Transcription	3	
MATH1332	Math for Liberal Arts	3	
	or		
MATH	1314	College Algebra	
	or		
BIOL 2306	Environmental Biology		

Second Semester – 15 Hours

ACCT 2301	Principles of Accounting I	3
POFT 2333	Advanced Keyboarding	3
POFT 2380*	Cooperative Education – Administrative Asst/Secretarial Science, General	3

ACCT 2302	Principles of Accounting II	3
or		
HIST 1302	History of the United States, Part II	
or		
GOVT 2306	State Government	
or		
ECON 2302	Microeconomics	
ECON 2301	Macroeconomics	3
or		
HIST 1301	History of the United States, Part I	
or		
PSYC 2301	Introduction to Psychology	
or		
GOVT 2305	National Government	
*Capstone for this degree.		

Total Hours		68
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