

# Navajo Technical University

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

## Associate of Applied Science – Administrative Office Specialist (62 Credits)

The Administrative Office Specialist program consists of certificate and Associate of Applied Science degree paths. Attitudes and knowledge of today's workplace are emphasized for students in both certificate and degree courses. All of the equipment and software found in today's business offices is utilized in our classrooms and curriculum. This program can launch a career in a business/office environment or be used as a stepping stone on the path to a higher professional degree.

GENERAL EDUCATION REQUIREMENTS		Credits	Prerequisites	Semester/Transfer	Grade
<b>English/Communication:</b>		<b>9</b>			
	ENGL1110		ENGL098		
	COMM1130 or COMM2120		ENGL1210 or 1110		
<b>Mathematics:</b>		<b>4</b>			
	MATH1220		MATH1215		
<b>Dine Studies:</b>		<b>3-4</b>			
<b>Natural or Physical Science:</b>		<b>4</b>			
<b>Humanities/ Social Science:</b>					
	1.	9			
	2.				
	3.				
<b>Information Tech/Applied Computers:</b>		<b>3</b>			
	CMP 101 or higher				
<b>ACCOUNTING CORE REQUIREMENTS</b>					
<b>Semester ONE</b>		<b>Credits</b>			
ADM 105	MS Excel Application	3	ADM101		
ADM 210	MS PowerPoint Presentation Skills	3	ADM101		
<b>Semester TWO</b>					
ADM 201	Advanced Document Formatting	3	ADM111		
ADM 204	Machine Transcription	3			
<b>Semester THREE</b>					
ADM 202	Office Communication	3			
ADM 208	Office Accounting	3			
LAW 203	Business Law	3			
<b>Semester FOUR</b>					
ADM 203	Advertising & Public Relations Strategies	3			
ADM 205	Office Management	3	ADM113		
ADM 213	Internship	3			
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>62</b>			

	Signatures	Date
Student:		
Advisor:		
Registrar:		
Graduation Date:		

Updated 8/22/2019