

Navajo Technical University

Name: _____

ID#: _____

Associate of Applied Science – Administrative Office Specialist (60-61 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
English/Communication: ENGL 1110		3	ENG 100 or satisfactory placement scores		
Mathematics: MATH 1220		4	MATH 1215		
Dine Studies Course: NAVA 1110, NAVA 2210 or NAVA 2230		3-4			
Natural or Physical Science Course		4	See catalog		
BCIS 1115	Introduction to Computers	3			
SSC 100	College Success Skills	1			
ADMIN. OFFICE SPEC. CORE REQUIREMENTS					
Semester ONE		Credits			
ADM 105	MS Excel Application	3	ADM101		
ADM 210	MS PowerPoint Presentation Skills	3	ADM101		
COMM 2120	Interpersonal Communication	3			
BFIN 212	Introduction to Finance	3			
Semester TWO					
ADM 201	Advanced Document Formatting	3	ADM111		
ADM 204	Machine Transcription	3			
MGMT 210	Principles of Management	3			
Semester THREE					
ADM 202	Office Communication	3			
ADM 208	Office Accounting	3			
LAW 203	Business Law	3			
MKTG	Principles of Marketing	3			
Semester FOUR					
ADM 203	Advertising & Public Relations Strategies	3			
ADM 205	Office Management	3	ADM113		
ADM 213	Internship	3			
TOTAL REQUIRED CREDIT HOURS		60-61			

	Signatures	Date
Student:		
Advisor:		
Registrar:		
Graduation Date:		

Updated 5/22/2024