



Administrative Office Profession AAS Schedule

This is a sample class schedule for the degree. This sample class schedule is subject to change.

First Year

Fall Semester - 16 weeks

	Monday	Tuesday	Wednesday	Thursday
9:30 – 10:45 AM	AOP 101		AOP 101	
11 – 11:50 PM	AOP 100 - F8 *		AOP 100 - F8*	
11 – 12:15 PM	SPE 120 or SPE 110	SPE 120 or SPE 110	SPE 120 or SPE 110	SPE 120 or SPE 110
1 – 2:15 PM	ICT 120		ICT 120	
4:30 – 5:20 PM	BOC 120		BOC 120	
ONLINE	Online only: BOC 100 Other online options: AOP 101, SPE 120, SPE 110, ICT 120, BOC 120			

*F8 = First eight weeks

Total 15 hours

First Year

Spring Semester – 16 weeks

	Monday	Tuesday	Wednesday	Thursday
11 – 12:15 PM	ACC 101		ACC 101	
1 – 1:50 PM		AOP 201		AOP 201
ONLINE	Online Only: AOP 102, BOC 103, BOC 106, BOC 112 Other online options: ACC 101, AOP 201			

Total 16 hours



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Second Year

Fall Semester – 16 weeks

	Monday	Tuesday	Wednesday	Thursday
9:30 – 10:45 AM		BOC 102		BOC 102
11 – 12:15 PM		AOP 203		AOP 203
1 – 2:50 PM		ICT 170		ICT 170
3 – 4:50 PM		ICT 181		ICT 181
ONLINE	Online only: BOC 114 Other online options: BOC 102, AOP 203, ICT 170, ICT 181			

Total hours 14

Second Year

Spring Semester – 16 weeks

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 10:45 AM		BUS 100		BUS 100	
11 – 12:15 PM		ENG 120		ENG 120	
1 – 2:15 PM		PSY 107 or SOC 101 or PSY 101		PSY 107 or SOC 101 or PSY 101	
ONLINE	Online only: AOP 216 Other online options: BUS 100, ENG 120, PSY 107, SOC 101, or PSY 101				
TBD Internship	AOP 291 or AOP 292 **	AOP 291 or AOP 292 **	AOP 291 or AOP 292**	AOP 291 or AOP 292**	AOP 291 or AOP 292**

Total 15 hours

Program Total: 60 credit hours

All classes, except the internship are offered as mixed modality – meaning students may attend a traditional classroom lecture, attend via skype, or online.

**There is a 240 hour internship experience which allows students to gain valuable work experience. Students are responsible to secure their own internship sites. Internship support and resources are available thru the Career Development Office.