



**Community College of the District of Columbia**

**A.A.S. Degree in Administrative Office Management**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Semester</b>
7700-101	First Year Seminar	1		
4133-111	English Composition I	3		
4133-112	English Composition II	3		
4535-117	Business Mathematics I <b>OR</b>	3		
4535-116	Finite Mathematics	3		
4535-118	Business Mathematics II <b>OR</b>	3		
4535-215	Calculus for Business, Social & Life Sci.	4		
	Natural Science Elective w/Lab	4		
	Fine Arts Elective	3		
5228-101	Computer Keyboarding I	3		
6528-104	Intro to Applications of Comp	2		
6528-105	Intro to Applications of Comp lab	1		
5207-104	Introduction to Business	3		
4104-107	Intro to Desktop Publishing	2		
4104-108	Intro to Desktop Publishing Lab	1		
5228-211	Word I	3		
5228-212	Word II	3		
5201-201	Principles of Accounting I	3		
5201-202	Principles of Accounting II	3		
5131-201	Principles of Macroeconomics	3		
5131-202	Principles of Microeconomics	3		
5228-206	Office Procedures	3		
5207-208	Business Communications	3		
5209-220	Business Statistics	3		
	Business Elective	3		
	<b>Total Credit Hours:</b>	62-63		

**Total Credit Hours for A.A.S. Degree in Administrative Office Management: 62-63**

**SPECIAL NOTATIONS**

- English and Mathematics courses may require prerequisites depending upon results of ACCUPLACER Placement Test.
- A “C” or better is required for all business and economics courses.



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**FIRST SEMESTER**

Course #	Course Title	Credits	Grade	Semester
7700-101	First Year Seminar	1		
4133-111	English Composition I	3		
4535-117	Business Mathematics I <b>OR</b>	3		
4535-116	Finite Mathematics	3		
5207-104	Introduction to Business	3		
5228-101	Computer Keyboarding I	3		
	Natural Science Elective w/Lab	4		
	<b>Total Credit Hours:</b>	<b>17</b>		

**SECOND SEMESTER**

Course #	Course Title	Credits	Grade	Semester
4133-112	English Composition II	3		
4535-118	Business Mathematics II <b>OR</b>	3		
4535-215	Calculus for Business, Social & Life Sci.	4		
5228-211	Word I	3		
6528-104	Intro to Applications of Comp	2		
6528-105	Intro to Applications of Comp lab	1		
	Fine Arts Elective	3		
	<b>Total Credit Hours:</b>	<b>15/16</b>		

**THIRD SEMESTER**

Course #	Course	Credits	Grade	Semester
5201-201	Principles of Accounting I	3		
5131-201	Principles of Macroeconomics	3		
5228-206	Office Procedures	3		
5207-208	Business Communications	3		
4104-107	Intro to Desktop Publishing	2		
4104-108	Intro to Desktop Publishing Lab	1		
	<b>Total Credit Hours:</b>	<b>15</b>		

**FOURTH SEMESTER**

Course #	Course	Credits	Grade	Semester
5201-202	Principles of Accounting II	3		
5131-202	Principles of Microeconomics	3		
5228-212	Word II	3		
5209-220	Business Statistics	3		
	Business Elective	3		
	<b>Total Credit Hours:</b>	<b>15</b>		

**Total Credit Hours for A.A.S. Degree in Administrative Office Management: 62-63**

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- A “C” or better is required for all business and economics courses.