

Administrative Office Technology (Online), AAS

CRN	COURSE NAME	CREDITS
BUS 104	Introduction to Business	3.00
CED 102	Keyboarding	1.00
CED 115	Computer Applications	3.00
ENG 101	Composition I	3.00
PDV 105	Blueprint for Personal Success	2.00
BUS 106	Office Procedures	3.00
BUS 130	Personal Finance	3.00
ENG 120	Composition II	3.00
	Communication Elective	3.00
	Computer Elective	3.00
	Social Science Elective	3.00
	Humanities Elective	3.00
BUS 121	Business Communications	3.00
BUS 200	Principles of Management	3.00
ECO 110	Principles of Microeconomics	3.00
MTH 101	Intermediate Algebra	3.00
	Science Elective	5.00
ACC 105	Fundamentals of Accounting	3.00
CED 125	Introduction to Desktop Publishing	3.00
ECO 105	Principles of Macroeconomics	3.00
PHL 110	Ethics	3.00
OPM 115	Introduction to Project Management	3.00
Total		65.00

LOCATION

Southside Center
 4501 E. 47th Street South | Wichita, KS 67210
 316.677.9400 Get maps at watc.edu/campuses

COSTS*

PROGRAM TOTAL **\$6,753.00**

*Cost does not include online fees, books or tools. Financial Assistance may be available to those who qualify. Total calculated based on the lowest cost combination of elective credits required.

SUCCESS RATE

This chart contains the results of the one-year follow-up study conducted of 2014 Wichita Area Technical College postsecondary program completers. WATC defines success as those graduates who have found placement in a job, the military or are enrolled in advanced study.

Eligible graduates contacted in follow-up study	NA
Placement rate	NA

WAGES

BLS Data Source: Bureau of Labor Statistics (2016); Mean Wages of selected occupation in Wichita, KS. WATC does not guarantee the below wages.

Annually	Hourly
\$37,230	\$17.90

*Some courses may have a prerequisite in addition to the classes listed above. Please contact an Academic Coach for details. Visit watc.edu/checklist for program admission requirements.