

**STARK STATE COLLEGE OF TECHNOLOGY
ADMINISTRATIVE OFFICE PROFESSIONAL**

Management Option - 2123

SUGGESTED COURSE SEQUENCE

Put the Year/Semester You Complete Each Course in the Block Provided.

Semester I	Semester II	Semester III	Semester IV
yr/sem _____ College Composition ENG 124 3	yr/sem _____ Word Processing Microsoft Word AOT 127 3	yr/sem _____ Spreadsheets Microsoft Excel AOT 226 3	yr/sem _____ Microeconomics BUS221 3
yr/sem _____ Communication & Transcription Skills AOT 130 3	yr/sem _____ Principles of Acct. ACC 121 4	yr/sem _____ Business Law & Ethics ACC 130 3	yr/sem _____ Administrative Procedures & Systems AOT 227 3
yr/sem _____ Keyboarding/ Formatting AOT 121 3	yr/sem _____ Business Communication ENG 230 3	yr/sem _____ Social Science Elective* 3	yr/sem _____ AOT Practicum AOT 232 3
yr/sem _____ Business Student Success Seminar BUS101*** 1	yr/sem _____ Computer Applications PowerPoint AOT 104 1	yr/sem _____ Supervision MGT 221 3	yr/sem _____ Computer Applications Microsoft Access AOT 106 1
yr/sem _____ Integrated Solutions for Business Problem Solving BCA 220 4	yr/sem _____ Principles of Management MGT 121 3	yr/sem _____ Payroll Accounting ACC 227 3	yr/sem _____ Effective Speaking COM 121 3
yr/sem _____ Business Administration BUS 121 4	yr/sem _____ Records Management AOT 132 3	yr/sem _____ Microsoft Outlook AOT 108 1	yr/sem _____ Computerized Accounting Applications ACC 229 3
18	yr/sem _____ Business Math BUS 123 4 21	yr/sem _____ Digital Technologies AOT 107 1 17	16

72 TOTAL CREDIT HOURS

Use this space for listing electives, recommendations, etc., and for any special instructions:

- * Student may select PSY121 or SOC121.
- ** Successful completion of AOT102, 104, 105 and 106 is equivalent to and may be substituted for BCA120
- *** Course required of new students beginning Spring semester 2010.

Shaded boxes indicate courses that contain content for Microsoft Computer Application Specialist (MCAS) certification.

Proper course placement is critical to success in learning. Business Technology students are expected to have completed all required college assessment tests and any defined developmental courses prior to registering for technical courses.

NOTE: Every course **MAY** not be offered every semester. Please plan accordingly.

NAME _____
 SS# _____

PROGRAM ADMIN. OFFICE PROFESSIONAL - Management Option (2123)
 ADVISOR _____

COURSE REQUIREMENTS AND PREREQUISITES

TECHNICAL		C R	Taken Yr/Semester	PREREQUISITE	
Course No.	Course Name			Course No.	Course Name
AOT121	KEYBOARDING/FORMATting	3			Knowledge of Keyboard
MGT121	PRINCIPLES OF MANAGEMENT	3		BUS121	Business Administration
BCA220	INTEGRATED SOLUTIONS FOR BUSINESS PROBLEM SOLVING	4		BCA120 OR proficiency in Office 2007	Business Computer Applications OR proficiency in Office 2007
ACC229	COMPUTERIZED ACCT. APPLICATIONS	3		ACC121 & BCA120 OR proficiency in Office 2007	Principles of Accounting & Business Computer Applications OR proficiency in Office 2007
ACC121	PRINCIPLES OF ACCTG.	4		BUS123	Business Mathematics (coreq)
MGT221	SUPERVISION	3		MGT121	Principles of Management
ACC227	PAYROLL ACCOUNTING	3		ACC121	Principles of Accounting I
BUS101	BUSINESS STUDENT SUCCESS SEMINAR	1			All first-semester BTD students and any student who changes major to a BTD degree or certificate program
AOT130	COMM. & TRANSCRIPTION SKILLS	3			None
AOT127	WORD PROCESSING MS WORD	3		AOT121 & BCA120 OR proficiency in Office 2007	Keyboarding/Formatting & Business Computer Applications OR proficiency in Office 2007
AOT226	SPREADSHEET MS EXCEL	3		BCA120 OR proficiency in Office 2007	Business Computer Applications OR proficiency in Office 2007
AOT106	COMPUTER APPS. ACCESS	1		AOT100	Comp Apps. – Windows/Concepts or Computer Concepts or passing score on the computer entrance exam
AOT104	COMPUTER APPS. POWERPOINT	1		AOT100	Comp Apps. – Windows/Concepts or Computer Concepts or passing score on the computer entrance exam
	TOTAL	35			
NON-TECHNICAL					
AOT132	RECORDS MANAGEMENT	3			None
AOT232	AIT PRACTICUM	3			Permission of Department Chair; Sophomore Standing
BUS121	BUSINESS ADMINISTRATION	4		IDS102	Critical Analysis or Proficiency (COMPASS score)
BUS123	BUSINESS MATHEMATICS	4		MTH101	Intro. to Algebra or Proficiency (COMPASS score)
ACC130	BUSINESS LAW & ETHICS	3			None
AOT227	ADMIN. PROCEDURES & SYS.	3		AOT121 OR AOT129; & AOT130	Keyboarding/Formatting OR Keyboarding Skillbuilding; AND Communication & Trans. Skills
ENG124	COLLEGE COMPOSITION	3		ENG100 OR ENG103 OR ENG105	ACT or COMPASS score or College Writing I, II, or III and Stark State writing course department assessment
ENG230	BUSINESS COMMUNICATION	3		ENG124	College Composition
	SOC. SCIENCE ELECTIVE (SOC/PSY)	3		IDS102	Critical Analysis or Proficiency (COMPASS score)
COM121	EFFECTIVE SPEAKING	3			None
BUS221	MICROECONOMICS	3		IDS102	Critical Analysis or Proficiency (COMPASS score)
AOT107	DIGITAL TECHNOLOGIES	1			Passing score on the computer entrance exam
AOT108	MICROSOFT OUTLOOK	1			Passing score on the computer entrance exam
	TOTAL	37			
TOTAL SEMESTER CREDITS		72			

Comments/Notes

Student's Signature

Date

