

**STARK STATE COLLEGE OF TECHNOLOGY  
ADMINISTRATIVE OFFICE PROFESSIONAL  
ONE-YEAR CERTIFICATE PROGRAM -2122  
SUGGESTED COURSE SEQUENCE**

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

Semester I	Semester II
yr/sem _____  Keyboarding/ Formatting AOT 121  3	yr/sem _____  Database Applications Microsoft Access AOT 236  3
yr/sem _____  Word Processing Microsoft Word AOT 127  3	yr/sem _____  Business Communication ENG 230  3
yr/sem _____  College Composition ENG 124  3	yr/sem _____  Spreadsheet Microsoft Excel AOT 226  3
yr/sem _____ Integrated Solutions for Business Problem Solving BCA220  4	yr/sem _____  Graphic Design Concepts AOT 131  3
yr/sem _____  Business Math BUS 123  4	yr/sem _____  Records Management AOT 132  3
yr/sem _____  Business Student Success Seminar BUS101***  1	yr/sem _____  Social Science Elective*  3
18	18

**36 TOTAL CREDIT HOURS**

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

Students must complete an application upon completion of courses in the certificate program. Applications may be obtained from the department chair of the Administrative Office Technologies Department.

\* Student may select PSY 121 or SOC 121

\*\* Successful completion of AOT 102, 104, 105 and 106 is equivalent to and may be substituted for BCA 120.

\*\*\* Course required of new students beginning Spring semester 2010.

**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 PROF. One-Year Certificate (2122)  
 ADVISOR \_\_\_\_\_

***COURSE REQUIREMENTS AND PREREQUISITES***

<b>TECHNICAL</b>		<b>CR</b>	<b>Taken Yr/Semester</b>	<b>Course No.</b>	<b>PREREQUISITE Course Name</b>
<b>Course No.</b>	<b>Course Name</b>				
AOT226	SPREADSHEET MICROSOFT EXCEL	3		BCA120 <b>OR</b> proficiency in Office 2007	Business Computer Applications <b>OR</b> proficiency in Office 2007
AOT121	KEYBOARDING/FORMATting	3			Knowledge Of Keyboard
BCA220	INTEGRATED SOLUTIONS FOR BUSINESS PROBLEM SOLVING	4		BCA120 <b>OR</b> proficiency in Office 2007	Business Computer Applications <b>OR</b> proficiency in Office 2007
AOT127	WORD PROCESSING MICROSOFT WORD	3		AOT121 & BCA120 <b>OR</b> proficiency in Office 2007	Keyboarding/Formatting & Business Computer Applications <b>OR</b> proficiency in Office 2007
AOT236	DATABASE MICROSOFT ACCESS	3		BCA120 <b>OR</b> proficiency in Office 2007	Business Computer Applications <b>OR</b> proficiency in Office 2007
AOT132	RECORDS MANAGEMENT	3			None
AOT131	GRAPHIC DESIGN CONCEPTS	3			None
BUS101	BUSINESS STUDENT SUCCESS SEMINAR	1			All first-semester BTD students and any student who changes major to a BTD degree or certificate program
<b>TOTAL</b>		<b>23</b>			
<b>Non-Technical</b>					
BUS123	BUSINESS MATH	4		MTH 101	Intro. To Algebra Or Proficiency
	SOC. SCIENCE ELECTIVE (SOC/PSY)	3		IDS102	Critical Analysis or Proficiency (COMPASS score)
ENG124	COLLEGE COMPOSITION	3		ENG100 <b>OR</b> ENG103 <b>OR</b> ENG105	ACT or COMPASS score or College Writing I, II, or III and Stark State writing course department assessment
ENG230	BUSINESS COMMUNICATION	3		ENG 124	College Composition
<b>TOTAL</b>		<b>13</b>			
<b>TOTAL SEMESTER CREDITS</b>		<b>36</b>			

Comments/Notes

Student's Signature

Date

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