



ASSOCIATE OF APPLIED BUSINESS

**ADMINISTRATIVE OFFICE PROFESSIONAL –  
VIRTUAL OFFICE PROFESSIONAL MAJOR**

*The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.*

2021 Catalog  
Effective Summer 2020

2124

Business and Information Technology Division

Digital Media and Administrative Technologies Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
AOT107	Digital Technologies	1	ITD100 or Proficiency	
AOT121	Keyboarding/Formatting <sup>^</sup>	3	AOT101 or Proficiency	
AOT127	Word Processing – Microsoft Word <sup>^</sup>	3	ITD100 or Proficiency	
AOT128	Document Development and Website Maintenance <b>▲+</b>	3	ITD100 or Proficiency	
AOT130	Editing, Proofreading and Language Skills	3		
AOT140	Virtual Assistant Fundamentals <b>▲-</b>	1	ITD100 or Proficiency	
AOT226	Spreadsheet – Microsoft Excel <sup>^</sup>	3	ITD100 or Proficiency	
AOT228	Virtual Administrative Assistant Procedures <b>▲-</b>	3	AOT140	
AOT232	AOT Practicum+++ <b>▲+</b>	2	AOT227 or AOT237 or AOT228	
AOT236	Database Applications – Microsoft Access <sup>^</sup> <b>▲+</b>	3	ITD100 or Proficiency	
ACC121	Principles of Accounting	3		
ITD122	Computer Applications for Professionals <sup>^</sup> <b>*</b>	3	ITD100 or Proficiency	
<b>Total</b>		<b>31</b>		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar <sup>^^</sup>	1	<i>Take first semester</i>	
ACC130	Business Law and Ethics	3		
ACC229	Computerized Accounting Applications	3	(AOT226 or ITD122) and (ACC121 or ACC132)	
AOT134	Form Design Essentials	1	AOT127	
BUS121	Business Administration <sup>^</sup>	3	IDS102 or Proficiency	
COM122	Interpersonal Communication	3		
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 or Co-ENG011 or Proficiency	
ENT120	Entrepreneurship <sup>^</sup>	3	IDS102 or Proficiency	
ITD108	Microsoft Outlook <sup>^</sup>	1	IDS102 or Proficiency	
MTH108 or MTH124	Explorations in Modern Mathematics <sup>^</sup> or Statistics <sup>^</sup> <b>Ω</b>	3 or 3	<i>Check for prerequisites</i>	
PSY121 or SOC121	General Psychology <sup>^</sup> or Sociology <sup>^</sup>	3 or 3	IDS102 or Proficiency or IDS102 or Proficiency	
	<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>†</sup></i>	3	<i>Check for prerequisites</i>	
<b>Total</b>		<b>30</b>		
<b>TOTAL CREDIT HOURS</b>		<b>61</b>		

<sup>^</sup>Based on SSC placement score

<sup>Ω</sup> MTH124 should only be taken by students planning to transfer to a four-year institution.

<sup>^^</sup>To promote student success, this course should be taken in the first semester

<sup>+++</sup>Legal Assisting should complete AOT237; AOP students should take AOT227; AOP Virtual students should take AOT228

<sup>\*</sup>Successful completion of ITD102, ITD104, ITD105, and ITD106 is equivalent to and may be substituted for ITD122

<sup>▲+</sup> Spring only courses. Please see your academic advisor for availability.

<sup>▲-</sup> Fall only courses. Please see your academic advisor for availability.

<sup>†</sup>Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122

PART-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for part-time associate degree students who plan to finish in eight semesters.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	
ENG124	College Composition^	3	
AOT130	Editing, Proofreading and Language Skills	$\frac{3}{7}$	<i>Take first semester</i> Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
<u>Second Semester</u>			
ITD122	Computer Applications for Professionals^*	3	ITD100 <b>or</b> Proficiency
AOT127	Word Processing – Microsoft Word^	$\frac{3}{6}$	ITD100 <b>or</b> Proficiency
<u>Third Semester</u>			
AOT140	Virtual Assistant Fundamentals ▲-	1	ITD100 <b>or</b> Proficiency
AOT134	Form Design Essentials	1	AOT127
AOT121	Keyboarding/Formatting^	3	AOT101 <b>or</b> Proficiency
ACC121	Principles of Accounting	$\frac{3}{8}$	
<u>Fourth Semester</u>			
AOT128	Document Development and Website Maintenance ▲+	3	ITD100 <b>or</b> Proficiency
ENT120	Entrepreneurship^	3	IDS102 <b>or</b> Proficiency
MTH108	Explorations in Modern Mathematics^	3	
<b>or</b>	<b>or</b>	<b>or</b>	<i>Check for prerequisites</i>
MTH124	Statistics^ Ω	$\frac{3}{9}$	
<u>Fifth Semester</u>			
BUS121	Business Administration^	3	IDS102 <b>or</b> Proficiency
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 <b>or</b> Proficiency
AOT228	Virtual Administrative Assistant Procedures ▲-	$\frac{3}{9}$	AOT140
<u>Sixth Semester</u>			
ACC130	Business Law and Ethics	3	
PSY121	General Psychology^	3	IDS102 <b>or</b> Proficiency
<b>or</b>	<b>or</b>	<b>or</b>	<b>or</b>
SOC121	Sociology^	3	IDS102 <b>or</b> Proficiency
<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>l</sup></i>		$\frac{3}{9}$	<i>Check for prerequisites</i>
<u>Seventh Semester</u>			
ACC229	Computerized Accounting Applications	3	(AOT226 or ITD122) <b>and</b> (ACC121 or ACC132)
AOT107	Digital Technologies	1	ITD100 <b>or</b> Proficiency
COM122	Interpersonal Communication	$\frac{3}{7}$	
<u>Eighth Semester</u>			
AOT232	AOT Practicum+++ ▲+	2	AOT227 <b>or</b> AOT237 <b>or</b> AOT228
AOT236	Database Applications – Microsoft Access^ ▲+	3	ITD100 <b>or</b> Proficiency
ITD108	Microsoft Outlook^	$\frac{1}{6}$	IDS102 <b>or</b> Proficiency
<b>TOTAL CREDITS</b>		<b>61</b>	

\*Check front page for footnotes