



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 [^] | 3 | AOT101 or Proficiency | |
| AOT127 | Word Processing – Microsoft Word [^] | 3 | ITD100 or Proficiency | |
| AOT128 | Document Development and Website Maintenance ▲+ | 3 | ITD100 or Proficiency | |
| AOT130 | Editing, Proofreading and Language Skills | 3 | | |
| AOT140 | Virtual Assistant Fundamentals ▲- | 1 | ITD100 or Proficiency | |
| AOT226 | Spreadsheet – Microsoft Excel [^] | 3 | ITD100 or Proficiency | |
| AOT228 | Virtual Administrative Assistant Procedures ▲- | 3 | AOT140 | |
| AOT232 | AOT Practicum+++ ▲+ | 2 | AOT227 or AOT237 or AOT228 | |
| AOT236 | Database Applications – Microsoft Access [^] ▲+ | 3 | ITD100 or Proficiency | |
| ACC121 | Principles of Accounting | 3 | | |
| ITD122 | Computer Applications for Professionals [^] * | 3 | ITD100 or Proficiency | |
| Total | | 31 | | |
| NON-TECH Course Number | Course Title | Credits | Pre- and Co-Requisites | Completed Sem./Year |
| SSC101 | Student Success Seminar ^{^^} | 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 [^] | 3 | IDS102 or Proficiency | |
| COM122 | Interpersonal Communication | 3 | | |
| ENG124 | College Composition [^] | 3 | Co-ENG024 or Co-ENG011 or Proficiency | |
| ENT120 | Entrepreneurship [^] | 3 | IDS102 or Proficiency | |
| ITD108 | Microsoft Outlook [^] | 1 | IDS102 or Proficiency | |
| MTH108 or MTH124 | Explorations in Modern Mathematics [^] or Statistics [^] Ω | 3 or 3 | <i>Check for prerequisites</i> | |
| PSY121 or SOC121 | General Psychology [^] or Sociology [^] | 3 or 3 | IDS102 or Proficiency or IDS102 or Proficiency | |
| | <i>Select one (1) Arts & Humanities Elective from the list below¹</i> | <u>3</u> | <i>Check for prerequisites</i> | |
| Total | | 30 | | |
| TOTAL CREDIT HOURS | | 61 | | |

[^]Based on SSC placement score

^Ω MTH124 should only be taken by students planning to transfer to a four-year institution.

^{^^}To promote student success, this course should be taken in the first semester

+++Legal Assisting should complete AOT237; AOP students should take AOT227; AOP Virtual students should take AOT228

*****Successful completion of ITD102, ITD104, ITD105, and ITD106 is equivalent to and may be substituted for ITD122

▲- Fall only courses. Please see your academic advisor for availability.

▲+ Spring only courses. Please see your academic advisor for availability.

¹Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122

FULL-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 full-time associate degree students who plan to finish in two years.

| <u>First Semester</u> | | <u>Credit Hours</u> | <u>Pre- and Co-requisites</u> |
|------------------------|--|---------------------|---|
| SSC101 | Student Success Seminar^^ | 1 | <i>Take first semester</i> |
| ENG124 | College Composition^ | 3 | Co-ENG024 or Co-ENG011 or Proficiency |
| AOT130 | Editing, Proofreading and Language Skills | 3 | |
| AOT121 | Keyboarding/Formatting^ | 3 | AOT101 or Proficiency |
| ITD122 | Computer Applications for Professionals^* | 3 | ITD100 or Proficiency |
| AOT140 | Virtual Assistant Fundamentals▲- | 1 | ITD100 or Proficiency |
| AOT127 | Word Processing – Microsoft Word^ | <u>3</u> | ITD100 or Proficiency |
| | | 17 | |
| <u>Second Semester</u> | | | |
| BUS121 | Business Administration^ | 3 | IDS102 or Proficiency |
| ACC121 | Principles of Accounting | 3 | |
| AOT128 | Document Development and Website Maintenance▲+ | 3 | ITD100 or Proficiency |
| ENT120 | Entrepreneurship^ | 3 | IDS102 or Proficiency |
| MTH108 | Explorations in Modern Mathematics^ | 3 | |
| or | or | or | <i>Check for prerequisites</i> |
| MTH124 | Statistics^Ω | <u>3</u> | |
| | | 15 | |
| <u>Third Semester</u> | | | |
| AOT107 | Digital Technologies | 1 | ITD100 or Proficiency |
| AOT226 | Spreadsheet – Microsoft Excel^ | 3 | ITD100 or Proficiency |
| AOT228 | Virtual Administrative Assistant Procedures▲- | 3 | AOT140 |
| ACC130 | Business Law and Ethics | 3 | |
| PSY121 | General Psychology^ | 3 | IDS102 or Proficiency |
| or | or | or | or |
| SOC121 | Sociology^ | 3 | IDS102 or Proficiency |
| ACC229 | Computerized Accounting Applications | <u>3</u> | (AOT226 or ITD122) and (ACC121 or ACC132) |
| | | 16 | |
| <u>Fourth Semester</u> | | | |
| | <i>Select one (1) Arts & Humanities Elective from the list below¹</i> | 3 | <i>Check for prerequisites</i> |
| AOT134 | Form Design Essentials | 1 | AOT127 |
| COM122 | Interpersonal Communication | 3 | |
| AOT232 | AOT Practicum+++▲+ | 2 | AOT227 or AOT237 or AOT228 |
| AOT236 | Database Applications – Microsoft Access^▲+ | 3 | ITD100 or Proficiency |
| ITD108 | Microsoft Outlook^ | <u>1</u> | IDS102 or Proficiency |
| | | 13 | |
| | TOTAL CREDITS | 61 | |

^Based on SSC placement score

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

^^To promote student success, this course should be taken in the first semester

+++Legal Assisting should complete AOT237; AOP students should take AOT227; AOP Virtual students should take AOT228

*Successful completion of ITD102, ITD104, ITD105, and ITD106 is equivalent to and may be substituted for ITD122

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▲+ Spring only courses. Please see your academic advisor for availability.

¹Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122