

 	<b>ASSOCIATE OF APPLIED BUSINESS</b> <b>ADMINISTRATIVE OFFICE PROFESSIONAL –</b> <b>VIRTUAL OFFICE PROFESSIONAL MAJOR</b>	<b>2021-22 Catalog</b> Effective Summer 2021
	<i>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.</i>	<b>2124</b>

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 <sup>▲</sup> -	1	ITD100 <b>or</b> Proficiency	
AOT121	Keyboarding/Formatting <sup>^</sup>	3	AOT101 <b>or</b> Proficiency	
AOT127	Word Processing – Microsoft Word <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
AOT128	Document Development and Website Maintenance <sup>▲+</sup>	3	ITD100 <b>or</b> Proficiency	
AOT130	Editing, Proofreading and Language Skills	3		
AOT140	Virtual Assistant Fundamentals <sup>^▲</sup> -	1	ITD100 <b>or</b> Proficiency	
AOT226	Spreadsheet – Microsoft Excel <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
AOT228	Virtual Administrative Assistant Procedures <sup>▲</sup> -	3	AOT140	
AOT232	AOT Practicum <sup>+++▲+</sup>	2	AOT227 <b>or</b> AOT237 <b>or</b> AOT228	
AOT236	Database Applications – Microsoft Access <sup>^▲+</sup>	3	ITD100 <b>or</b> Proficiency	
ACC121	Principles of Accounting	3		
ITD122	Computer Applications for Professionals <sup>^*</sup>	3	ITD100 <b>or</b> 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 <b>or</b> ITD122) <b>and</b> (ACC121 <b>or</b> ACC132)	
AOT134	Form Design Essentials	1	AOT127	
BUS121	Business Administration <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
COM122	Interpersonal Communication	3		
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
ENT120	Entrepreneurship <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
ITD108	Microsoft Outlook <sup>^</sup>	1	IDS102 <b>or</b> Proficiency	
MTH118 <b>or</b> MTH124	Quantitative Reasoning <sup>^</sup> <b>or</b> Statistics <sup>^Ω</sup>	3 <b>or</b> 3	<i>Check for prerequisites</i>	
PSY121 <b>or</b> SOC121	General Psychology <sup>^</sup> <b>or</b> Sociology <sup>^</sup>	3 <b>or</b> 3	IDS102 <b>or</b> Proficiency <b>or</b> IDS102 <b>or</b> Proficiency	
	<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>l</sup></i>	<u>3</u>	<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>- Fall only courses. Please see your academic advisor for availability.

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

<sup>l</sup>Arts & 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 <b>or</b> Co-ENG011 <b>or</b> Proficiency
AOT130	Editing, Proofreading and Language Skills	3	
AOT121	Keyboarding/Formatting^	3	AOT101 or Proficiency
ITD122	Computer Applications for Professionals^*	3	ITD100 <b>or</b> Proficiency
AOT140	Virtual Assistant Fundamentals^▲-	1	ITD100 <b>or</b> Proficiency
AOT127	Word Processing – Microsoft Word^	<u>3</u>	ITD100 or Proficiency
		<b>17</b>	
<u>Second Semester</u>			
BUS121	Business Administration^	3	IDS102 <b>or</b> Proficiency
ACC121	Principles of Accounting	3	
AOT128	Document Development and Website Maintenance▲+	3	ITD100 <b>or</b> Proficiency
ENT120	Entrepreneurship^	3	IDS102 <b>or</b> Proficiency
MTH118	Quantitative Reasoning^	3	
<b>or</b>	<b>or</b>	<b>or</b>	<i>Check for prerequisites</i>
MTH124	Statistics^Ω	<u>3</u>	
		<b>15</b>	
<u>Third Semester</u>			
AOT107	Digital Technologies^▲-	1	ITD100 <b>or</b> Proficiency
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 <b>or</b> Proficiency
AOT228	Virtual Administrative Assistant Procedures▲-	3	AOT140
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
ACC229	Computerized Accounting Applications	<u>3</u>	(AOT226 or ITD122) <b>and</b> (ACC121 or ACC132)
		<b>16</b>	
<u>Fourth Semester</u>			
<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>1</sup></i>		3	<i>Check for prerequisites</i>
AOT134	Form Design Essentials	1	AOT127
COM122	Interpersonal Communication	3	
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^	<u>1</u>	IDS102 <b>or</b> Proficiency
		<b>13</b>	
	<b>TOTAL CREDITS</b>	<b>61</b>	

^Based on SSC placement score

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^^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.

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