



ASSOCIATE OF APPLIED BUSINESS

ADMINISTRATIVE OFFICE PROFESSIONAL

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.

2022-23 Catalog

Effective Summer 2022

2120

Business, Engineering, and Information Technologies 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	
AOT110	Introduction to Administrative Assisting	1		
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	
AOT129	Keyboarding Skill Building	1	AOT121	
AOT130	Editing, Proofreading and Language Skills	3		
AOT134	Form Design Essentials	1	AOT127	
AOT226	Spreadsheet – Microsoft Excel [^]	3	ITD100 or Proficiency	
AOT236	Database Applications – Microsoft Access [^] ▲+	3	ITD100 or Proficiency	
ACC121	Principles of Accounting	3		
IMT122	Graphic Arts Design [^]	3	ITD100 or Proficiency	
ITD108	Microsoft Outlook [^]	1	IDS102 or Proficiency	
ITD122	Computer Applications for Professionals [^] ✱	3	ITD100 or Proficiency	
Total		32		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar [^] ▲	1	<i>Take first semester</i>	
JCR131 or BIO125	Legal Terminology or Medical Terminology	3 or 3		
AOT132	Records Management [^]	3	IDS102 or Proficiency	
AOT227	Administrative Procedures and Systems▲-	3	(ITD122 or AOT127) and AOT130 and (AOT121 or AOT129)	
AOT232	AOT Practicum+++▲+	2	AOT227 or AOT237 or AOT228	
BUS121	Business Administration [^]	3	IDS102 or Proficiency	
COM121	Effective Speaking	3		
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011 or Proficiency	
MTH118 or MTH124	Quantitative Reasoning [^] or Statistics [^] Ω	3 or 3	<i>Check for prerequisites</i>	
	<i>Select one (1) Arts & Humanities Elective from the list below¹</i>	3	<i>Check for prerequisites</i>	
PSY121 or SOC121	General Psychology [^] or Sociology [^]	3 or 3	IDS102 or Proficiency or IDS102 or Proficiency	
Total		30		
TOTAL CREDIT HOURS		62		

See second page for footnotes

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>
AOT110	Introduction to Administrative Assisting	1	
AOT130	Editing, Proofreading and Language Skills	3	
AOT121	Keyboarding/Formatting^	3	AOT101 or Proficiency
ITD122	Computer Applications for Professionals^*	3	ITD100 or Proficiency
IMT122	Graphic Arts Design^	3	ITD100 or Proficiency
AOT127	Word Processing – Microsoft Word^	3	ITD100 or Proficiency
		17	
<u>Second Semester</u>			
BUS121	Business Administration^	3	IDS102 or Proficiency
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
AOT134	Form Design Essentials	1	AOT127
AOT129	Keyboarding Skill Building	1	AOT121
AOT128	Document Development and Website Maintenance^▲+	3	ITD100 or Proficiency
AOT132	Records Management^	3	IDS102 or Proficiency
MTH118	Quantitative Reasoning^	3	
or	or	or	<i>Check for prerequisites</i>
MTH124	Statistics^Ω	3	
		17	
<u>Third Semester</u>			
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 or Proficiency
AOT227	Administrative Procedures and Systems▲-	3	(ITD122 or AOT127) and AOT130 and (AOT121 or AOT129)
ITD108	Microsoft Outlook^	1	IDS102 or Proficiency
JCR131	Legal Terminology	3	
or	or	or	
BIO125	Medical Terminology	3	
PSY121	General Psychology^	3	IDS102 or Proficiency
or	or	or	or
SOC121	Sociology^	3	IDS102 or Proficiency
AOT107	Digital Technologies^▲-	1	ITD100 or Proficiency
		14	
<u>Fourth Semester</u>			
ACC121	Principles of Accounting	3	
COM121	Effective Speaking	3	
AOT232	AOT Practicum+++▲+	2	AOT227 or AOT237 or AOT228
AOT236	Database Applications – Microsoft Access^▲+	3	ITD100 or Proficiency
<i>Select one (1) Arts & Humanities Elective from the list below!</i>		3	<i>Check for prerequisites</i>
		14	
	TOTAL CREDITS	62	

^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