

 	ONE-YEAR CERTIFICATE ADMINISTRATIVE OFFICE PROFESSIONAL <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>	2023-24 Catalog Effective Summer 2023 2122

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		
AOT127	Word Processing – Microsoft Word^	3	ITD100 or Proficiency	
AOT130	Editing, Proofreading and Language Skills	3		
AOT132	Records Management^▲+	3	IDS102 or Proficiency	
AOT134	Form Design Essentials	1	AOT127	
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 or Proficiency	
AOT227	Administrative Procedures and Systems▲-	3	(ITD122 or AOT127) and AOT130 and (AOT121 or AOT129)	
AOT236	Database Applications – Microsoft Access^▲+	3	ITD100 or Proficiency	
ITD108	Microsoft Outlook^	1	IDS102 or Proficiency	
Total		22		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>	
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency	
JCR131 or BIO125	Legal Terminology or Medical Terminology	3 or 3		
ITD122	Computer Applications for Professionals^✳	3	ITD100 or Proficiency	
AOT121	Keyboarding/Formatting^	3	AOT101 or Proficiency	
Total		13		
TOTAL CREDIT HOURS		35		

^Based on SSC placement score

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

✳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.

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 students seeking a one-year certificate.

<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	
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
AOT132	Records Management^▲+		
AOT236	Database Applications – Microsoft Access^▲+	3	ITD100 or Proficiency
		17	
<u>Second Semester (Summer)</u>			
ITD122	Computer Applications for Professionals^✱	3	ITD100 or Proficiency
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 or Proficiency
ITD108	Microsoft Outlook^	1	IDS102 or Proficiency
		7	
<u>Third Semester</u>			
JCR131	Legal Terminology	3	
or	or	or	
BIO125	Medical Terminology	3	
AOT107	Digital Technologies^▲-	1	ITD100 or Proficiency
AOT127	Word Processing – Microsoft Word^	3	ITD100 or Proficiency
AOT134	Form Design Essentials	1	AOT127
AOT227	Administrative Procedures and Systems▲-	3	(ITD122 or AOT127) and AOT130 and (AOT121 or AOT129)
		11	
	TOTAL CREDITS	35	

^Based on SSC placement score

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

✱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.