



ASSOCIATE OF APPLIED BUSINESS

**ADMINISTRATIVE OFFICE PROFESSIONAL –
MANAGEMENT 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.

2023-24 Catalog

Effective Summer 2023

2123

Business, Engineering, and Information Technology Division

Digital Media and Administrative Technologies Department

| TECHNICAL Course Number | Course Title | Credits | Pre- and Co-Requisites | Completed Sem./Year |
|-------------------------------|--|---------------------|--|------------------------|
| AOT110 | Introduction to Administrative Assisting | 1 | | |
| AOT121 | Keyboarding/Formatting [^] | 3 | AOT101 or Proficiency | |
| AOT127 | Word Processing – Microsoft Word [^] | 3 | ITD100 or Proficiency | |
| AOT130 | Editing, Proofreading and Language Skills | 3 | | |
| AOT226 | Spreadsheet – Microsoft Excel [^] | 3 | ITD100 or Proficiency | |
| AOT236 | Database Applications-Microsoft Access [^] ▲+ | 3 | ITD100 or Proficiency | |
| ACC121 | Principles of Accounting | 3 | | |
| ACC229 | Computerized Accounting Applications | 3 | pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122) | |
| ITD140 | Digital Project Management [^] ▲- | 3 | ITD100 or Proficiency | |
| MGT121 | Principles of Management | 3 | BUS121 or ENT120 | |
| AOT128 | Document Development and Website Maintenance [^] ▲+ | 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> | |
| 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 | |
| ITD108 | Microsoft Outlook [^] | 1 | IDS102 or Proficiency | |
| MGT221 | Supervision | 3 | MGT121 | |
| MTH118 or MTH124 | Quantitative Reasoning [^] 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 below^l</i> | <u>3</u> | <i>Check for prerequisites</i> | |
| Total | | 31 | | |
| TOTAL CREDIT HOURS | | 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

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

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

^lArts & 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 | <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 | <u>3</u> | |
| | | 8 | |
| <u>Second Semester</u> | | | |
| AOT121 | Keyboarding/Formatting^ | 3 | AOT101 or Proficiency |
| MTH118 | Quantitative Reasoning^ | 3 | |
| or | or | or | <i>Check for prerequisites</i> |
| MTH124 | Statistics^ Ω | 3 | |
| BUS121 | Business Administration^ | <u>3</u> | IDS102 or Proficiency |
| | | 9 | |
| <u>Third Semester</u> | | | |
| ACC121 | Principles of Accounting | 3 | |
| AOT127 | Word Processing – Microsoft Word^ | 3 | ITD100 or Proficiency |
| AOT226 | Spreadsheet – Microsoft Excel^ | <u>3</u> | ITD100 or Proficiency |
| | | 9 | |
| <u>Fourth Semester</u> | | | |
| AOT128 | Document Development and Website Maintenance^▲+ | 3 | ITD100 or Proficiency |
| MGT121 | Principles of Management | <u>3</u> | BUS121 or ENT120 |
| | | 6 | |
| <u>Fifth Semester</u> | | | |
| ITD108 | Microsoft Outlook^ | 1 | IDS102 or Proficiency |
| AOT227 | Administrative Procedures and Systems▲- | 3 | (ITD122 or AOT127) and AOT130 and (AOT121 or AOT129) |
| PSY121 | General Psychology^ | 3 | IDS102 or Proficiency |
| or | or | or | or |
| SOC121 | Sociology^ | 3 | IDS102 or Proficiency |
| ITD140 | Digital Project Management^▲- | <u>3</u> | ITD100 or Proficiency |
| | | 10 | |
| <u>Sixth Semester</u> | | | |
| <i>Select one (1) Arts & Humanities Elective from the list below^l</i> | | 3 | <i>Check for prerequisites</i> |
| MGT221 | Supervision | 3 | MGT121 |
| AOT236 | Database Applications Microsoft Access^▲+ | <u>3</u> | ITD100 or Proficiency |
| | | 9 | |
| <u>Seventh Semester</u> | | | |
| COM121 | Effective Speaking | 3 | |
| AOT132 | Records Management^▲+ | <u>3</u> | IDS102 or Proficiency |
| | | 6 | |
| <u>Eighth Semester</u> | | | |
| AOT232 | AOT Practicum+++▲+ | 2 | AOT227 or AOT237 or AOT228 |
| ACC229 | Computerized Accounting Applications | <u>3</u> | pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122) |
| | | 5 | |
| | TOTAL CREDITS | 62 | |

*Check front page for footnotes