



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.*

2023-24 Catalog

Effective Summer 2023

2124

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 <sup>^▲-</sup>	1	ITD100 or Proficiency	
AOT121	Keyboarding/Formatting <sup>^</sup>	3	AOT101 or Proficiency	
AOT127	Word Processing – Microsoft Word <sup>^</sup>	3	ITD100 or Proficiency	
AOT128	Document Development and Website Maintenance <sup>^▲+</sup>	3	ITD100 or Proficiency	
AOT130	Editing, Proofreading and Language Skills	3		
AOT140	Virtual Assistant Fundamentals <sup>^▲-</sup>	1	ITD100 or Proficiency	
AOT226	Spreadsheet – Microsoft Excel <sup>^</sup>	3	ITD100 or Proficiency	
AOT228	Virtual Administrative Assistant Procedures <sup>▲-</sup>	3	AOT140	
AOT232	AOT Practicum <sup>+++▲+</sup>	2	AOT227 or AOT237 or AOT228	
AOT236	Database Applications – Microsoft Access <sup>^▲+</sup>	3	ITD100 or Proficiency	
ACC121	Principles of Accounting	3		
ITD122	Computer Applications for Professionals <sup>^*</sup>	3	ITD100 or 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	pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122)	
AOT134	Form Design Essentials	1	AOT127	
BUS121	Business Administration <sup>^</sup>	3	IDS102 or Proficiency	
COM122	Interpersonal Communication	3		
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 or Co-ENG011 or Proficiency	
ENT120	Entrepreneurship <sup>^</sup>	3	IDS102 or Proficiency	
ITD108	Microsoft Outlook <sup>^</sup>	1	IDS102 or Proficiency	
MTH118 or MTH124	Quantitative Reasoning <sup>^</sup> or Statistics <sup>^Ω</sup>	3 or 3	<i>Check for prerequisites</i>	
PSY121 or SOC121	General Psychology <sup>^</sup> or Sociology <sup>^</sup>	3 or 3	IDS102 or Proficiency or IDS102 or Proficiency	
	<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>†</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>†</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 <b>or</b> 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 <b>or</b> 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>			
ITD108	Microsoft Outlook^	1	IDS102 <b>or</b> Proficiency
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>	pre-(ACC121 or ACC132) <b>and</b> pre-co-(AOT226 or ITD122)
		<b>17</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^▲+	<u>3</u>	ITD100 <b>or</b> Proficiency
		<b>12</b>	
	<b>TOTAL CREDITS</b>	<b>61</b>	

^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.

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