



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.*

2024-25 Catalog

Effective Summer 2024

**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 <sup>^</sup> ▲-	1	ITD100 <b>or</b> Proficiency	
AOT110	Introduction to Administrative Assisting▲-	1		
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	
AOT129	Keyboarding Skill Building	1	AOT121	
AOT130	Editing, Proofreading and Language Skills	3		
AOT134	Form Design Essentials	1	AOT127	
AOT226	Spreadsheet – Microsoft Excel <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
AOT236	Database Applications – Microsoft Access <sup>^</sup> ▲+	3	ITD100 <b>or</b> Proficiency	
ACC121	Introduction to Accounting	3		
IMT122	Graphic Arts Design <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
ITD108	Microsoft Outlook <sup>^</sup>	1	IDS102 <b>or</b> Proficiency	
ITD122	Computer Applications for Professionals <sup>^</sup> ✱	3	ITD100 <b>or</b> Proficiency	
<b>Total</b>		<b>32</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>	
JCR131 <b>or</b> BIO125	Legal Terminology <b>or</b> Medical Terminology	3 <b>or</b> 3		
AOT132	Records Management <sup>^</sup> ▲+	3	IDS102 <b>or</b> Proficiency	
AOT227	Administrative Procedures and Systems▲-	3	(ITD122 <b>or</b> AOT127) <b>and</b> AOT130 <b>and</b> (AOT121 <b>or</b> AOT129)	
AOT232	AOT Practicum+++▲+	2	AOT227 <b>or</b> AOT237 <b>or</b> AOT228	
BUS121	Business Administration <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
COM121	Effective Speaking	3		
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
MTH118 <b>or</b> MTH124	Quantitative Reasoning <sup>^</sup> <b>or</b> Statistics <sup>^</sup> Ω	3 <b>or</b> 3	<i>Check for prerequisites</i>	
	<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>l</sup></i>	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	
<b>Total</b>		<b>30</b>		
<b>TOTAL CREDIT HOURS</b>		<b>62</b>		

\*Check back page for footnotes

*Students completing this degree may be eligible to also receive an Administrative Office Professional One-Year Certificate (2122), an Administrative Services and Office Applications – Desktop Publishing Career Enhancement Certificate (2156), and an Administrative Services and Office Applications – Formatting and Office Skills Career Enhancement Certificate(2127).*

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 <b>or</b> Proficiency
ITD122	Computer Applications for Professionals^*	3	ITD100 <b>or</b> Proficiency
IMT122	Graphic Arts Design^	3	ITD100 <b>or</b> Proficiency
AOT127	Word Processing – Microsoft Word^	3	ITD100 <b>or</b> Proficiency
		<b>17</b>	
<u>Second Semester</u>			
BUS121	Business Administration^	3	IDS102 <b>or</b> Proficiency
ENG124	College Composition^	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
AOT134	Form Design Essentials	1	AOT127
AOT129	Keyboarding Skill Building	1	AOT121
AOT128	Document Development and Website Maintenance^▲+	3	ITD100 <b>or</b> Proficiency
AOT132	Records Management^▲+	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	3	
		<b>17</b>	
<u>Third Semester</u>			
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 <b>or</b> Proficiency
AOT227	Administrative Procedures and Systems▲-	3	(ITD122 <b>or</b> AOT127) <b>and</b> AOT130 <b>and</b> (AOT121 <b>or</b> AOT129)
ITD108	Microsoft Outlook^	1	IDS102 <b>or</b> Proficiency
JCR131	Legal Terminology	3	
<b>or</b>	<b>or</b>	<b>or</b>	
BIO125	Medical Terminology	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
AOT107	Digital Technologies^▲-	1	ITD100 <b>or</b> Proficiency
		<b>14</b>	
<u>Fourth Semester</u>			
ACC121	Introduction to Accounting	3	
COM121	Effective Speaking	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
<i>Select one (1) Arts &amp; Humanities Elective from the list below!</i>		3	<i>Check for prerequisites</i>
		<b>14</b>	
	<b>TOTAL CREDITS</b>	<b>62</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