ASSOCIATE OF APPLIED BUSINESS
ADMINISTRATIVE OFFICE PROFESSIONAL – MANAGEMENT MAJOR

2024-25 Catalog
Effective Summer 2024

2123

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.

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
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	Introduction to Accounting	3		
ACC229	Accounting Software and Analytics	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	*Take first semester*	
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	*Check for prerequisites*	
PSY121 **or** SOC121	General Psychology^ **or** Sociology^	3 **or** 3	IDS102 **or** Proficiency **or** IDS102 **or** Proficiency	
	Select one (1) Arts & Humanities Elective from the list below[1]	3	*Check for prerequisites*	
	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

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

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

[1]Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122

Revised 1-2024

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.

First Semester		Credit Hours	Pre- and Co-requisites
SSC101	Student Success Seminar^^	1	*Take first semester*
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
ITD140	Digital Project Management^▲ -	3	ITD100 **or** Proficiency
BUS121	Business Administration^	3	IDS102 **or** Proficiency
		17	

Second Semester			
ACC121	Introduction to Accounting	3	
AOT127	Word Processing – Microsoft Word^	3	ITD100 **or** Proficiency
MGT121	Principles of Management	3	BUS121 **or** ENT120
AOT128	Document Development and Website Maintenance^▲+	3	ITD100 **or** Proficiency
MTH118	Quantitative Reasoning^		
or	**or**	3	*Check for prerequisites*
MTH124	Statistics^ Ω		
		15	

Third Semester			
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
PSY121	General Psychology^	3	IDS102 **or** Proficiency
or	**or**	**or**	**or**
SOC121	Sociology^	3	IDS102 **or** Proficiency
MGT221	Supervision	3	MGT121
Select one (1) Arts & Humanities Elective from the list below[1]		3	*Check for prerequisites*
		16	

Fourth Semester			
COM121	Effective Speaking	3	
AOT236	Database Applications Microsoft Access^▲+	3	ITD100 or Proficiency
AOT132	Records Management^▲+	3	IDS102 **or** Proficiency
AOT232	AOT Practicum+++▲+	2	AOT227 **or** AOT237 **or** AOT228 pre-(ACC121 or ACC132) **and** pre-co-(AOT226 or ITD122)
ACC229	Accounting Software and Analytics	3	
		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

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

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

[1]Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122