



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.

2024-25 Catalog

Effective Summer 2024

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	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	<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 below¹</i>	3	<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.

¹Arts & 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	Introduction to 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	Accounting Software and Analytics	<u>3</u>	pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122)
		5	
	TOTAL CREDITS	62	

*Check front page for footnotes