



CAREER ENHANCEMENT CERTIFICATE
ADMINISTRATIVE SERVICES AND OFFICE
APPLICATIONS – FORMATTING AND OFFICE SKILLS

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

2127

Business, Engineering, and Information Technology Division

Digital Media and Administrative Technologies Department

| Course Number | Course Title | Credits | Pre- and Co-Requisites | Completed Sem./Year |
|---------------------------|--------------------------------------------------------|-----------|------------------------------|---------------------|
| AOT121 | Keyboarding/Formatting [^] | 3 | AOT101 or Proficiency | |
| AOT129 | Keyboarding Skill Building | 1 | AOT121 | |
| AOT130 | Editing, Proofreading, and Language Skills | 3 | | |
| AOT132 | Records Management [^] ▲+ | 3 | IDS102 or Proficiency | |
| AOT127 | Word Processing - Microsoft Word [^] | 3 | ITD100 or Proficiency | |
| ITD122 | Computer Applications for Professionals [^] ✳ | 3 | ITD100 or Proficiency | |
| TOTAL CREDIT HOURS | | 16 | | |

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.

First Semester

| | | <u>Credit Hours</u> | <u>Pre- and Co-requisites</u> |
|--------|--------------------------------------------------------|---------------------|-------------------------------|
| ITD122 | Computer Applications for Professionals [^] ✳ | 3 | ITD100 or Proficiency |
| AOT121 | Keyboarding/Formatting [^] | 3 | AOT101 or Proficiency |
| AOT130 | Editing, Proofreading, and Language Skills | <u>3</u> | |
| | | 9 | |

Second Semester

| | | | |
|----------------------|-----------------------------------------------|-----------|------------------------------|
| AOT129 | Keyboarding Skill Building | 1 | AOT121 |
| AOT132 | Records Management [^] ▲+ | 3 | IDS102 or Proficiency |
| AOT127 | Word Processing - Microsoft Word [^] | <u>3</u> | ITD100 or Proficiency |
| | | 7 | |
| TOTAL CREDITS | | 16 | |

[^]Based upon SSC placement score

✳Successful completion of ITD102, ITD104, ITD105, and ITD106 is equivalent to and may be substituted for ITD122

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

The classes in this certificate also apply toward the completion of an Administrative Office Professional Degree (2120).