**ASSOCIATE OF APPLIED BUSINESS**

# ADMINISTRATIVE OFFICE PROFESSIONAL

**2025-26 Catalog**

Effective Summer 2025

**2120**

*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 Technology Division*        *Digital Media and Administrative Technologies Department*

| TECHNICAL Course Number | Course Title | Credits | Pre- and Co-Requisites | Completed Sem./Year |
|---|---|---|---|---|
| AOT107 | Digital Technologies^▲- | 1 | ITD100 **or** Proficiency | |
| AOT110 | Introduction to Administrative Assisting▲- | 1 | | |
| AOT121 | Office Document Concepts | 3 | | |
| AOT127 | Word Processing – Microsoft Word^ | 3 | ITD100 **or** Proficiency | |
| AOT128 | Document Development and Website Maintenance^▲+ | 3 | ITD100 **or** Proficiency | |
| AOT129 | Keyboarding Skill Building | 1 | AOT121 | |
| AOT130 | Editing, Proofreading and Language Skills | 3 | | |
| AOT134 | Form Design Essentials | 1 | pre-co-AOT127 | |
| AOT226 | Spreadsheet – Microsoft Excel^ | 3 | ITD100 **or** Proficiency | |
| AOT236 | Database Applications – Microsoft Access^▲+ | 3 | ITD100 **or** Proficiency | |
| ACC121 | Introduction to Accounting | 3 | | |
| IMT122 | Graphic Arts Design^ | 3 | ITD100 **or** Proficiency | |
| ITD108 | Microsoft Outlook^ | 1 | IDS102 **or** Proficiency | |
| ITD122 | Computer Applications for Professionals^ | 3 | ITD100 **or** Proficiency | |
| | **Total** | **32** | | |

| NON-TECH Course Number | Course Title | Credits | Pre- and Co-Requisites | Completed Sem./Year |
|---|---|---|---|---|
| SSC101 | Student Success Seminar^^ | 1 | *Take first semester* | |
| JCR131 **or** BIO125 | Legal Terminology **or** Medical Terminology | 3 **or** 3 | | |
| 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 | |
| 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** | **30** | | |
| | **TOTAL CREDIT HOURS** | **62** | | |

*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) and an Administrative Services and Office Applications Microsoft Applications Professional (5024).***

Revised 1-2025

## PART-TIME STUDENT ADVISING NOTES

<u>Academic Advising</u>

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.

<u>Course Sequence</u>

The semester-by-semester listing below provides the normal scheduling option for part-time associate degree students who plan to finish in eight semesters.

| 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 | |
| | | **8** | |
| **Second Semester** | | | |
| AOT121 | Office Document Concepts | 3 | |
| AOT127 | Word Processing – Microsoft Word^ | 3 | ITD100 **or** Proficiency |
| IMT122 | Graphic Arts Design^ | 3 | ITD100 **or** Proficiency |
| | | **9** | |
| **Third Semester** | | | |
| MTH118 | Quantitative Reasoning^ | 3 | |
| **or** | **or** | **or** | *Check for prerequisites* |
| MTH124 | Statistics^ Ω | 3 | |
| ITD122 | Computer Applications for Professionals^ | 3 | ITD100 **or** Proficiency |
| BUS121 | Business Administration^ | 3 | IDS102 **or** Proficiency |
| | | **9** | |
| **Fourth Semester** | | | |
| AOT129 | Keyboarding Skill Building | 1 | AOT121 |
| AOT134 | Form Design Essentials | 1 | pre-co-AOT127 |
| AOT128 | Document Development and Website Maintenance^▲+ | 3 | ITD100 **or** Proficiency |
| AOT132 | Records Management^▲+ | 3 | IDS102 **or** Proficiency |
| | | **8** | |
| **Fifth Semester** | | | |
| AOT226 | Spreadsheet – Microsoft Excel^ | 3 | ITD100 **or** Proficiency |
| ITD108 | Microsoft Outlook^ | 1 | IDS102 **or** Proficiency |
| AOT227 | Administrative Procedures and Systems ▲ - | 3 | (ITD122 or AOT127) **and** AOT130 **and** (AOT121 or AOT129) |
| | | **7** | |
| **Sixth Semester** | | | |
| JCR131 | Legal Terminology | 3 | |
| **or** | **or** | **or** | |
| BIO125 | Medical Terminology | 3 | |
| PSY121 | General Psychology^ | 3 | IDS102 **or** Proficiency |
| **or** | **or** | **or** | **or** |
| SOC121 | Sociology^ | 3 | IDS102 **or** Proficiency |
| | | **6** | |
| **Seventh Semester** | | | |
| ACC121 | Introduction to Accounting | 3 | |
| COM121 | Effective Speaking | 3 | |
| AOT107 | Digital Technologies^▲ - | 1 | ITD100 **or** Proficiency |
| | | **7** | |
| **Eighth Semester** | | | |
| AOT232 | AOT Practicum+++▲+ | 2 | AOT227 **or** AOT237 **or** AOT228 |
| AOT236 | Database Applications – Microsoft Access^▲+ | 3 | ITD100 **or** Proficiency |
| *Select one (1) Arts & Humanities Elective from the list below[1]* | | 3 | *Check for prerequisites* |
| | | **8** | |
| | **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

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

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

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