
 <b>Stark State</b> COLLEGE  	<b>ONE-YEAR CERTIFICATE</b>  <b>ADMINISTRATIVE OFFICE PROFESSIONAL</b>  <i>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.</i>	<b>2025-26 Catalog</b> Effective Summer 2025  <b>2122</b>

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 <sup>▲</sup> -	1		
AOT127	Word Processing – Microsoft Word <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
AOT130	Editing, Proofreading and Language Skills	3		
AOT132	Records Management <sup>^</sup> <sup>▲</sup> +	3	IDS102 <b>or</b> Proficiency	
AOT134	Form Design Essentials	1	pre-co-AOT127	
AOT226	Spreadsheet – Microsoft Excel <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
AOT227	Administrative Procedures and Systems <sup>▲</sup> -	3	(ITD122 <b>or</b> AOT127) <b>and</b> AOT130 <b>and</b> (AOT121 <b>or</b> AOT129)	
AOT236	Database Applications – Microsoft Access <sup>^</sup> <sup>▲</sup> +	3	ITD100 <b>or</b> Proficiency	
ITD108	Microsoft Outlook <sup>^</sup>	1	IDS102 <b>or</b> Proficiency	
<b>Total</b>		<b>22</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>	
AOT121	Office Document Concepts	3		
AOT129	Keyboarding Skill Building	1	AOT121	
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
JCR131 <b>or</b> BIO125	Legal Terminology <b>or</b> Medical Terminology	3 <b>or</b> 3		
ITD122	Computer Applications for Professionals <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
<b>Total</b>		<b>14</b>		
<b>TOTAL CREDIT HOURS</b>		<b>36</b>		

<sup>^</sup>Based on SSC placement score

<sup>^^</sup>To promote student success, this course should be taken in the first semester

<sup>▲</sup>- Fall only courses. Please see your academic advisor for availability.

<sup>▲</sup>+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).*

## 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 students seeking a one-year certificate.

<u>First Semester (Spring)</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
ENG124	College Composition^	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
AOT130	Editing, Proofreading and Language Skills	3	
AOT121	Office Document Concepts	3	
AOT132	Records Management^▲+	3	
AOT236	Database Applications – Microsoft Access^▲+	3	ITD100 <b>or</b> Proficiency
		<b>16</b>	
<u>Second Semester (Summer)</u>			
ITD122	Computer Applications for Professionals^	3	ITD100 <b>or</b> Proficiency
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 <b>or</b> Proficiency
ITD108	Microsoft Outlook^	1	IDS102 <b>or</b> Proficiency
		<b>7</b>	
<u>Third Semester (Fall)</u>			
JCR131	Legal Terminology	3	
<b>or</b>	<b>or</b>	<b>or</b>	
BIO125	Medical Terminology	3	
AOT107	Digital Technologies^▲-	1	ITD100 <b>or</b> Proficiency
AOT110	Introduction to Administrative Assisting ▲-	1	
AOT127	Word Processing – Microsoft Word^	3	ITD100 <b>or</b> Proficiency
AOT129	Keyboarding Skill Building	1	AOT121
AOT134	Form Design Essentials	1	pre-co-AOT127
AOT227	Administrative Procedures and Systems ▲-	3	(ITD122 or AOT127) <b>and</b> AOT130 <b>and</b> (AOT121 or AOT129)
		<b>13</b>	
<b>TOTAL CREDITS</b>		<b>36</b>	

^Based on SSC placement score

^^To promote student success, this course should be taken in the first semester

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

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