

STARK STATE COLLEGE OF TECHNOLOGY
ADMINISTRATIVE OFFICE PROFESSIONAL
Virtual Office Professional Option - 2124
SUGGESTED COURSE SEQUENCE

Put the Year/Semester You Complete Each Course in the Block Provided.

Semester I	Semester II	Semester III	Semester IV
yr/sem _____ College Composition ENG 124 3	yr/sem _____ Entrepreneurship ENT 120 2	yr/sem _____ Entrepreneurial Marketing ENT 121 3	yr/sem _____ Microeconomics BUS 221 3
yr/sem _____ Communication & Transcription Skills AOT 130 3	yr/sem _____ Principles of Acct. ACC 121 4	yr/sem _____ Business Law & Ethics ACC 130 3	yr/sem _____ Administrative Procedures & Systems AOT 227 3
yr/sem _____ Keyboarding/ Formatting AOT 121 3	yr/sem _____ Business Communication ENG 230 3	yr/sem _____ Social Science Elective* 3	yr/sem _____ Admin Info Special Topics AOT 234 2
yr/sem _____ Business Student Success Seminar BUS101** 1	yr/sem _____ Word Processing Microsoft Word AOT 127 3	yr/sem _____ Spreadsheets Microsoft Excel AOT 226 3	yr/sem _____ Entrepreneurial Finance ENT 221 3
yr/sem _____ Integrated Solutions for Business Problem Solving BCA 220 4	yr/sem _____ Graphic Design Concepts AOT 131 3	yr/sem _____ Interpersonal Communications COM 122 3	yr/sem _____ Microsoft Outlook AOT 108 1
yr/sem _____ Business Administration BUS 121 4	yr/sem _____ Computer Applications PowerPoint AOT 104 1	yr/sem _____ Technical Elective Desktop Publishing - Microsoft Publisher AOT 128 or Web Design for Office Professionals AOT 238 3	yr/sem _____ Digital Technologies AOT 107 1
yr/sem _____ 18	yr/sem _____ Business Math BUS 123 4 20	yr/sem _____ 18	yr/sem _____ Database Applications Microsoft Access AOT 236 3 16

72 TOTAL CREDIT HOURS

Use this space for listing electives, recommendations, etc., and for any special instructions:

*Student may select PSY 121 or SOC 121.

**Course required of new students beginning Spring semester 2010.

Shaded boxes indicate courses that contain content for Microsoft Computer Application Specialist (MCAS) certification.

Proper course placement is critical to success in learning. Business Technology students are expected to have completed all required college assessment tests and any defined developmental courses prior to registering for technical courses.

NOTE: Every course **MAY** not be offered every semester. Please plan accordingly.

NAME _____
 SS# _____

PROGRAM **ADMIN. OFFICE PROFESSIONAL – Virtual Office Professional**
 ADVISOR _____

COURSE REQUIREMENTS AND PREREQUISITES

TECHNICAL Course No. Course Name		CR	Taken Yr/Semester	PREREQUISITE Course No. Course Name	
AOT121	KEYBOARDING/FORATTING	3			Knowledge of Keyboard
AOT 107	DIGITAL TECHNOLOGIES	1			Passing score on the computer entrance exam
AOT108	MICROSOFT OUTLOOK	1			Passing score on the computer entrance exam
BCA220	INTEGRATED SOLUTIONS FOR BUSINESS PROBLEM SOLVING	4		BCA120 OR proficiency in Office 2007	Business Computer Applications OR proficiency in Office 2007
AOT128 OR AOT238	TECHNICAL ELECTIVE DESKTOP PUB. M.S. PUBLISHER OR WEB DESIGN FOR OFFICE PROFESSIONALS	3		BCA120 OR proficiency in Office 2007 & AOT131	Business Computer Applications OR proficiency in Office 2007 & Graphic Design Concepts
ACC121	PRINCIPLES OF ACCTG.	4		BUS123	Business Mathematics (coreq)
AOT131	GRAPHIC DESIGN CONCEPTS	3			None
AOT130	COMM. & TRANSCRIPTION SKILLS	3			None
AOT127	WORD PROCESSING MS WORD	3		AOT121& BCA120 OR proficiency in Office 2007	Keyboarding/Formatting & Business Computer Applications OR proficiency in Office 2007
AOT226	SPREADSHEET MS EXCEL	3		BCA120 OR proficiency in Office 2007	Business Computer Applications OR proficiency in Office 2007
AOT236	DATABASE MS ACCESS	3		BCA120 OR proficiency in Office 2007	Business Computer Applications OR proficiency in Office 2007
AOT104	COMPUTER APPS. POWERPOINT	1		AOT100	Comp. Apps – Windows/Concepts or Computer Concepts or passing score on the computer entrance exam
AOT227	ADMIN. PROCEDURES & SYS.	3		AOT121 & AOT130	Keyboarding/Formatting AND Communication & Trans. Skills
BUS101	BUSINESS STUDENT SUCCESS SEMINAR	1			All first-semester BTD students and any student who changes major to a BTD degree or certificate program
TOTAL		36			
NON-TECHNICAL					
AOT234	ADMIN INFO SPECIAL TOPICS	2			None
BUS121	BUSINESS ADMINISTRATION	4		IDS102	Critical Analysis or Proficiency (COMPASS score)
BUS123	BUSINESS MATHEMATICS	4		MTH101	Intro. to Algebra or Proficiency
ACC130	BUSINESS LAW & ETHICS	3			None
ENG124	COLLEGE COMPOSITION	3		ENG100 OR ENG103 OR ENG105	ACT or COMPASS score or College Writing I, II, or III and Stark State writing course department assessment
ENG230	BUSINESS COMMUNICATION	3		ENG124	College Composition
	SOC. SCIENCE ELECTIVE (SOC/PSY)	3		IDS102	Critical Analysis or Proficiency (COMPASS score)
COM122	INTERPERSONAL COMMUNICATIONS	3			None
BUS221	MICROECONOMICS	3		IDS102	Critical Analysis or Proficiency (COMPASS score)
ENT120	ENTREPRENEURSHIP	2		IDS102	Critical Analysis or Proficiency (COMPASS score)
ENT121	ENTREPRENEURIAL MARKETING	3		ENT120	Entrepreneurship
ENT221	ENTREPRENEURIAL FINANCE	3		ENT120	Entrepreneurship
TOTAL		36			
TOTAL SEMESTER CREDITS		72			

Comments/Notes

Student's Signature

Date

