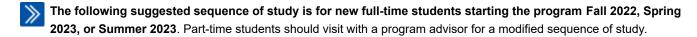
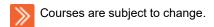
## Administrative Office Management AAS Degree Courses

Award	Associate of Applied Science (AAS)	
Credits	62	
Program Start	Fall, Spring, Summer	
Time to Complete	2 years	
Course Format	Face-to-Face	

## 2022–2023 Suggested Sequence of Study



When registering for classes refer to Self-Service > Student Planning to view your specific program requirements, your progress, and ensure proper registration.



	General education course.
	Non-transfer general education course.
<b>&gt;</b>	Course has a prerequisite and/or corequisite.
0	Course meets 100% online.
E	Course meets face-to-face after 5:00pm.

Term 1	
BCA-132 Electronic Communications	3
BCA-205 Database/Spreadsheets ▶ -OR-	OE 3 ◆
CSC-110 Introduction to Computers ▶	OE 3 ◆
BUS-102 Introduction to Business	3
BUS-108 Business College Experience	1
MAT-772 Applied Math -OR-	3
Math Elective	3
MGT-181 Customer Service Strategies	2

**Total Credits 15** 

Term 2	
ACC-115 Introduction to Accounting -OR-	O E 4 ◆
ACC-131 Principles of Accounting I ▶	OE 4 ◆
ADM-164 Administrative Office Applications	3
BUS-180 Business Ethics	3
ENG-105 Composition I ▶	3
MGT-101 Principles of Management	3
	Total Credite 16

**Total Credits 16** 

Term 3			
BUS-183 Business Law		3	
BUS-295 Workplace Professionalism		2	
MGT-170 Human Resource Management		3	
PSY-102 Human and Work Relations -OR-	ΟE	3	<b>*</b>
PSY-111 Introduction to Psychology -OR-	ΟE	3	•
SOC-110 Introduction to Sociology	ΟE	3	•
SPC-101 Fundamentals of Oral Communication		3	
Term 3 Elective		3	

**Total Credits 17** 

Term 4	
BCA-213 Intermediate Computer Business Applications ▶	3
MGT-121 Project Management Basics	3
MGT-142 Problems and Issues in Supervision and Management	3
SOC-205 Diversity in America	3
Term 4 Elective	2

**Total Credits 14** 

Electives — Term 3	
ACC-160 Payroll Accounting ▶	2
ACC-310 Computer Accounting ▶	2
ADM-108 Keyboarding Skill Development	1
BUS-903 Business Field Experience ►	3
ECN-120 Principles of Macroeconomics ▶	3
ECN-130 Principles of Microeconomics ►	3
ENG-106 Composition II ▶	3
MAP-402 Medical Law and Ethics	2
Flactives — Term 4	

Electives — Term 4	
ACC-160 Payroll Accounting ▶	2
ACC-310 Computer Accounting ▶	2
ADM-108 Keyboarding Skill Development	1
BUS-903 Business Field Experience ▶	3
ECN-120 Principles of Macroeconomics ▶	3
ECN-130 Principles of Microeconomics ▶	3
ENG-106 Composition II ►	3
MAP-402 Medical Law and Ethics	2

Math Electives	
MAT-110 Math for Liberal Arts ▶	3
MAT-121 College Algebra ▶	4
MAT-128 Precalculus ▶	4
MAT-134 Trigonometry and Analytic Geometry ▶	3
MAT-156 Statistics ▶	3
MAT-210 Calculus I ▶	4
MAT-216 Calculus II ▶	4
MAT-219 Calculus III ▶	4