

# Administrative Office Management AAS Degree Courses

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

## 2023–2024 Suggested Sequence of Study

 **The following suggested sequence of study is for new full-time students starting the program Fall 2023, Spring 2024, or Summer 2024.** Part-time students should visit with a program advisor for a modified 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.**

 Courses are subject to change.

- ◆ General education course.
- ▣ Non-transfer general education course.
- ▶ Course has a prerequisite and/or corequisite.
- Course meets 100% online.
- E Course meets face-to-face after 5:00pm.

### Term 1

BCA-132 Electronic Communications	3
BUS-102 Introduction to Business	3
CSC-110 Introduction to Computers ▶	3
MAT-772 Applied Math -OR-	3
Math Elective	3
MGT-181 Customer Service Strategies	2
SDV-108 The College Experience	1

**Total Credits 15**

**Term 2**

ACC-115 Introduction to Accounting -OR-	O 4 ◆
ACC-152 Financial Accounting ►	O 4 ◆
ADM-164 Administrative Office Applications	3
BUS-180 Business Ethics	3
ENG-105 Composition I ►	3
MGT-101 Principles of Management	3
<b>Total Credits 16</b>	

**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-	O E 3 ◆
PSY-111 Introduction to Psychology -OR-	O E 3 ◆
SOC-110 Introduction to Sociology	O 3 ◆
SPC-101 Fundamentals of Oral Communication	3
Administrative Office Management Elective	3
<b>Total Credits 17</b>	

**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
Administrative Office Management Elective	2
<b>Total Credits 14</b>	

### **Administrative Office Management Electives**

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