

Administrative Office Management AAS Degree Courses

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

2024–2025 Suggested Sequence of Study

The following suggested sequence of study is for new full-time students starting the program Fall 2024, Spring 2025, or Summer 2025. 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

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	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 <i>Minimum of 3 credits from the electives list</i>	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	Identity and Inequity in U.S. Society	3
	Administrative Office Management Elective <i>Minimum of 2 credits from the electives list</i>	2

Total Credits 14

Administrative Office Management Electives

ACC-160 Payroll Accounting ▶	2
ACC-310 Computer Accounting ▶	2
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