

OFFICE MANAGER

(AAS.OFMGT) ASSOCIATE IN APPLIED SCIENCE DEGREE

Students will be highly trained to work in a variety of offices with managerial responsibilities, coordinating services, and supervising staff. They will complete coursework in Microsoft Office software, notetaking, desktop publishing, web design, management, document formatting, and accounting. Students will also develop interpersonal and communication skills. The internship provides students with a realistic work experience.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR

First Semester		Hours
BUS-123	Notetaking +	4.0
ENG-095	Business English	3.0
BUS-114	Advanced Formatting *	3.0
CIS-160	Practical Software Application	3.0
BUS-142	Introduction to Business	3.0
SFS-101	Strategies for Success OR	
HED ----	Health Elective OR	
PED ---	P.E. Elective	2.0
SEMESTER TOTALS		18.0

Second Semester

BUS-094	Business Math	3.0
BUS-115	Processing Info * ++	3.0
BUS-251	Principles of Management	3.0
BUS-095	Fundamentals of Accounting OR	
BUS-151	Financial Accounting *	3.0
CIS-094	Excel OR	
CIS-071	Introduction to Networking	2.0
CIS-058	Specialized Software Apps	3.0
SEMESTER TOTALS		17.0

SECOND YEAR

First Semester		Hours
CIS-056	Advanced Software Applications * +	3.0
BUS-290	Human Resource Management *	3.0
ECO-231	Principles of Econ I (Macro)	3.0
CIS-101	Internet Systems/Applications OR	
CIS-099	Introduction to Web Technology	3.0
BUS-141	Business Communications	3.0
SPE-111	Intro to Speech Communication	3.0
SEMESTER TOTALS		18.0

Second Semester

PSY-271	Intr/Psychology	3.0
BUS-060	Automated Office Procedures +++	3.0
BUS-079	Professional Development +++	3.0
BUS-081	Office Assistant Internship *	5.0
BUS-080	Office Professional Seminar	1.0

SEMESTER TOTALS

15.0

TOTAL PROGRAM HOURS

68.00

- * There are prerequisites, course requisites, or minimum placement test scores for this course.
- ** Electives must be approved by the Program Coordinator
- + Course only offered fall semester
- ++ Course only offered spring and summer semester
- +++ Course only offered spring semester
- ++++ Course offered in summer term only
- ^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective
- ^^ Consult Academic Advisor for appropriate course
- ^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours
- ^^^^ ECE 120 and ECE 125 must be taken the same semester

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