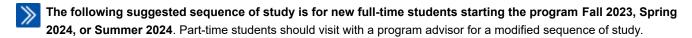
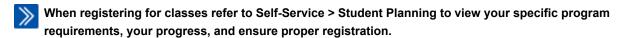
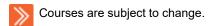
Administrative Office Management AAS Degree Courses

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

2023–2024 Suggested Sequence of Study







•	General education course.
■	Non-transfer general education course.
>	Course has a prerequisite and/or corequisite.
0	Course meets 100% online.
Е	Course meets face-to-face after 5:00pm.
E	Course meets face-to-face after 5:00pm.

3
3
3
3
3
2
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

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	•
PSY-111	Introduction to Psychology -OR-	ΟE	3	•
SOC-110	Introduction to Sociology	0	3	•
SPC-101	Fundamentals of Oral Communication		3	
	Administrative Office Management 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
Administrative Office Management Elective	2

Total Credits 14

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