

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



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	
			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			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