

## Office Management- Associate of Applied Science Degree

---

The Associate of Applied Science in Office Management provides students with the knowledge and skills necessary for success in administrative positions in a wide variety of office settings. Students gain a solid foundation in general education as well as in information management, business communications, computer applications and accounting. In addition, students have the opportunity to develop their interpersonal, leadership, and decision making skills. This program is beneficial to individuals who are seeking first-time employment or career advancement and promotion. The Associate of Applied Science Degree in Office Management requires successful completion of 60 credit hours with a minimum grade point average of 2.0 and a "C" or above in English Composition I, Technical Writing, and the math requirement.

	<b>Credit Hours</b>
<b>Fall Semester</b>	
OT 11084 Keyboarding/Data Entry`	4
OT 11093 Business English	3
OT 11043 Records & Information Management	3
CE 11003 Workplace Essentials	3
CS 11033 Computer Applications	3
<b>Total Credit Hours</b>	<b>16</b>

<b>AAS Office Management Minimum Scores Required</b>			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A 37E	67	53

<b>Spring Semester</b>	
AC 11003 Survey of Accounting	3
OT 21083 Word Processing	3
CS 21003 Spreadsheet Applications	3
MG 21073 Teamwork/Team Building	3
MK 21043 Customer Service	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Fall Semester</b>	
PY 13002 Academic & Career Enrichment	2
EN 12003 English Composition I	3
MA 14093 Math Apps for Business	3
BU 11003 Introduction to Business	3
AC 21033 Computerized Accounting	3
<b>Total Credit Hours</b>	<b>14</b>

<b>Spring Semester</b>	
BU 11023 Decision Strategies	3
SO 23103 Introduction to Sociology	3
MG 21063 Principles of Leadership	3
OT 21033 Office Procedures	3
EN 12023 Technical Writing	3
<b>Total Credit Hours</b>	<b>15</b>

**TOTAL DEGREE CREDIT HOURS** **60**

---