

# **BUSINESS STUDIES**

## **ADMINISTRATIVE OFFICE MANAGEMENT**

### **Associate in Applied Science**

The modern office technician is affected by the rapid advances in the electronic/automated office. The AOM curriculum is designed for persons seeking administrative assistant/management positions in today's high-tech office. This program provides students with a broad academic background in business and general education, enhanced by high-level skill training in various application software packages, decision-support services, administrative office management and specialized office procedures. Upon completion of the program, students are prepared to embark upon administrative assistant/management positions.

#### **FIRST SEMESTER**

- 3 s.h. English I (ENGL 151)
  - 3 s.h. Introduction to Office Systems (BUSN 125)
  - 3 s.h. Keyboarding I Document Processing I (BUSN 147)
  - 3 s.h. Introduction to Business Administration (BUSN 131)
  - 2-3 s.h. Applied Modern Health (HEHP 110) or Contemporary Health (HEHP 225)
  - 3 s.h. Business Mathematics (MATH 147) or higher
- 17-18 s.h.

#### **SECOND SEMESTER**

- 3 s.h. English II (ENGL 152) or Communicating Contemporary Issues (ENGL 155)
  - 1 s.h. Word Processing (BUSN 126)
  - 2 s.h. Keyboarding II (BUSN 136)
  - 3 s.h. Business Calculations (BUSN 132)
  - 3 s.h. Integrated Office Software (CSIT 123)
  - 3 s.h. Social Science Elective
- 15 s.h.

#### **THIRD SEMESTER**

- 3 s.h. Business Communications (BUSN 210)
  - 3 s.h. Word Processing/Machine Transcription (BUSN 211)
  - 3 s.h. Word Processing Applications (BUSN 214)
  - 3 s.h. Fundamentals of Accounting (ACCT 121)
  - 4 s.h. Lab Science Elective
- 16 s.h.

#### **FOURTH SEMESTER**

- 3 s.h. Office Management (BUSN 220)
  - 3 s.h. Integrated Software Applications (BUSN 215)
  - 3 s.h. Fundamentals of Public Speaking (COMM 154)
  - 3 s.h. Business Law I (BUSN 251)
  - 3 s.h. Business Elective
  - 0-1 s.h. Electives (to meet required 64 s.h.)
- 15-16 s.h.

#### **TOTAL CREDITS 64**

Optional Elective:  
Shorthand I (BUSN 127)