



Administrative Office Management
Certificate #1371 (31 credits)
Effective Fall 2020

*Students should see their assigned advisor to develop an individual educational plan. The course schedule, program sequencing, and curriculum are subject to change.

Developmental Courses (as determined through College Placement Testing)* and Prerequisites:					
<i>* Zero level courses must be completed with a C grade or higher.</i>					
<input type="checkbox"/>	ESL classes	<input type="checkbox"/>	ENGL 050	<input type="checkbox"/>	MATH 006
<input type="checkbox"/>	ENGL 002	<input type="checkbox"/>	ENGL 051	<input type="checkbox"/>	MATH 070 – Fundamentals of Quantitative Lit
<input type="checkbox"/>	ENGL 003	<input type="checkbox"/>	ENGL 057	<input type="checkbox"/>	

Required Program Courses			
		Course Title	Pre/Co-Req/Notes
ENGL 110	3	Foundations in Professional Writing	Pre: Eligibility for ENGL 101; Co-req: ENGL 003
MATH 100	3	College Math for Business	See Advising Guide for prerequisites
AOS 101*	3	Document Processing*	Pre: Eligibility for ENGL 003
AOS 110	3	Microsoft Word	Pre: AOS 101 with a C or higher
AOS 111	3	Grammar & Punctuation Essentials	Pre: ENGL 051 and ENGL 003 with a C or higher
AOS 203	3	Records & Imaging Management	Pre: CIS 105 with a C or higher
AOS 225	3	Office Procedures	Pre: AOS 101; Co-Req: AOS 110
AOS 226	3	Machine Transcription	Pre: AOS 101 with a C or higher
CIS 105	3	Intro to computer Software for Business	Pre: ENGL 051 & 003 with C or higher
CIS 108	1	Introduction to PowerPoint	
AOS 112	3	Desktop Publishing	Pre: CIS 105 with a C or higher

Advising Notes

***AOS 101:** It is recommended that students should be able to key straight copy at 30 wpm using proper technique prior to registering for this class.

RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part time students can complete this program by taking one or more courses each semester.

Summer		Fall		Spring	
CIS 105	3	AOS 101	3	AOS 110	3
		AOS 111	3	AOS 225	3
		AOS 203	3	AOS 226	3
		AOS 112	3	CIS 108	1
		MATH 100	3	ENGL 110	3

This is an overview of the program. Any suggested course sequencing is meant to serve as a guideline for your semester planning. Students are expected to see your assigned advisor to develop and review their individual educational plans. Program specific questions can be directed to the faculty contacts. The scheduling of courses, program sequencing and curriculum are subject to change.

**Certifications and Certificates for Credit
Computer Department ~ April 2017**

Certifications must be current at the time of presentation for this credit.

***** Computer industry certifications and transfer of college computer related credits over 7 years of age will not be accepted for students in the following majors: AOM, CIS, CISE, CNT, Computer Repair or WEB. *****

Software, AOS and Database:

1. **CAP/CPS** = AOS 101, 110, 203, 225, & 226. (15 credits)
2. **MOS in PowerPoint** = CIS 108
3. **MOS in Word, Access and Excel** = CIS 105
4. **MOS Expert** = no credit
5. **MOS Master**- student must take Word, Access and excel options of the exam to earn credit for CIS 105
6. **MOS Master**- if student takes PowerPoint exam as part of the series, they also would earn CIS 108
7. **Non-credit** certificate in computer proficiency = CIS 105
8. **PHEAA training academy** certificate in PowerPoint = CIS 108
9. **PHEAA training academy** certificate in word, excel and access = CIS 105
10. **MCDBA -Microsoft Certified Database Administrator (MCDBA) credential**, you must pass four exams: equivalent to CIS140 (Access), CIS241 (DBAI), and DB Elective (9 - credits).
11. **Microsoft Solutions Expert in Business Intelligence** certificate = CIS 257

Counselor/Advisor Contact Information by Campus				
<u>Gettysburg</u>	<u>Harrisburg</u>	<u>Lancaster</u>	<u>Lebanon</u>	<u>York</u>
Student Services	Counseling and Advising	Counseling and Advising	Receptionist Desk	Welcome Center
Lobby	Cooper	221 Main	Lobby	Leader 102
717-337-3855	717-780-2498	(717) 358-2988	717-270-4222	717-801-3213, ext. 3513