



**Administrative Office Management**  
**AAS #1926 (62 credits)**  
**Effective Fall 2020**

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

<b>Developmental Courses (as determined through College Placement Testing)* and Prerequisites:</b>					
<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"/>	

<b>General Education Courses</b>		
<b>ENGL 101</b>	<b>3</b>	Pre: ENGL 003 and 051 or 057 with a grade of C or higher; Co-req: ENGL 003
<b>ENGL 106</b>	<b>3</b>	Pre: ENGL 101 and ENGL 003 or 057 with grade of C or higher
<b>Comm 101 or Comm 203</b>	<b>3</b>	Pre: Eligibility for ENGL 101 and completion of any reading Pre: ENGL 101
<b>Core A: Arts and Humanities Elective</b>	<b>3</b>	Choose ONE from the list: ART 181 or 182; ENGL 206; HUM 101, 115 or 201; MUS 104; PHIL 200; THTR 101; or a foreign language course.
<b>Core B: Social/Behavioral Sciences</b>	<b>3</b>	
<b>PE/Wellness</b>	<b>1</b>	
<b>FYS Seminar**</b>		Unless exempted by examination. See HACC catalog for a list of approved courses. <b>**BUSI 101 can fulfill FYS requirement. See Advising Notes.</b>

<b>Required Program Courses</b>		<i>A grade of C or higher required for all courses listed below.</i>	
		<b>Course Title</b>	<b>Pre/Co-Req/Notes</b>
<b>AOS 101*</b>	<b>3</b>	Document Processing	ENGL 002 with C or higher
<b>AOS 110</b>	<b>3</b>	Microsoft Word	AOS 101 with a C or higher
<b>AOS 111</b>	<b>3</b>	Grammar & Punctuation Essentials <i>(Fall only)</i>	ENGL 051 and ENGL 003 with a C or higher
<b>AOS 112</b>	<b>3</b>	Desktop Publishing	
<b>AOS 160</b>	<b>3</b>	Office Accounting	ENGL 051 & 003 with C or higher
<b>AOS 203</b>	<b>3</b>	Records & Image Management <i>(Fall only)</i>	CIS 105 with a C or higher
<b>AOS 224</b>	<b>3</b>	Office Applications <i>(Fall only)</i>	CIS 105 & AOS 110 with C or higher
<b>AOS 225</b>	<b>3</b>	Office Procedures <i>(Spring only)</i>	Pre: AOS 101; Co-Req: AOS 110
<b>AOS 226</b>	<b>3</b>	Machine Transcription <i>(Spring only)</i>	AOS 101 with a C or higher
<b>BUSI 101**</b>	<b>3</b>	Introduction to Business (FYS)	ENGL 002 with a C or higher
<b>CIS 105</b>	<b>3</b>	Intro to Computer Software for Business	ENGL 051 & 003 with C or higher
<b>CIS 108</b>	<b>1</b>	Introduction to PowerPoint	
<b>CIS 135</b>	<b>3</b>	Intermediate Spreadsheet Applications	CIS 105 with a C or higher
<b>MATH 100</b>	<b>3</b>	College Math for Business	See Math Advising Guide
<b>MGMT 204 or MGMT 201</b>	<b>3</b>	Organizational Behavior (recommended) <b>(or)</b> Principles of Management	ENGL 002 with C or higher
<b>WEB 102***</b>	<b>3</b>	Web Exploration & Design	ENGL 051 & 003 with 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.

**\*\*BUSI 101:** Course meets 1-credit FYS requirement and replaces FS 102. Students required to take the 3-credit FS 100 course must take that as well.

**\*\*\*WEB 102:** Word processing skills and the ability to receive and send email attachments recommended.

### 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

#### RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

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

Fall Semester I		Spring Semester I		Fall Semester II		Spring Semester II	
AOS 101	3	AOS 110	3	AOS 112	3	AOS 160	3
AOS 111	3	CIS 135	3	AOS 203	3	AOS 225	3
BUSI 101	3	ENGL 101	3	AOS 224	3	AOS 226	3
CIS 105	3	Hum/Arts Elective*	3	CIS 108	1	COMM 101 or 203	3
MATH 100	3	WEB 102	3	ENGL 106	3	Social/Behavioral Science Elective	3
		PE/Wellness	1	MGMT 201 or 204	3		

#### Counselor/Advisor Contact Information by Campus:

Gettysburg	Harrisburg	Lancaster	Lebanon	York
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

***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.***