



**AAS 1926 Administrative Office Management**  
**Effective Fall 2018**

**62 Credits**

*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 their assigned advisor to develop and review their individual educational plans. The scheduling of courses, program sequencing, and curriculum are subject to change.*

**Developmental Courses (as determined through College Placement Testing)\* and Prerequisites:**  
*\* Zero level courses must be completed with a C grade or higher.*

<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 090	
<input type="checkbox"/>	ENGL 003	<input type="checkbox"/>	ENGL 057	<input type="checkbox"/>	MATH 008	
<input type="checkbox"/>	ENGL 007			<input type="checkbox"/>	MATH 022	
<input type="checkbox"/>	FS 100/103					

\*See counselor/advisor to discuss this course or options to self-remediate and successfully place into higher- or college-level course.

General Education Courses		
<b>ENGL 101</b>	3cr	Pre: ENGL 003 and 051 or 057 with a grade of C or higher; Co-req: ENGL 003
<b>ENGL 106</b>	3cr	Pre: ENGL 101 and ENGL 003 or 057 with grade of C or higher
<b>COMM 101 or COMM 203</b>	3cr	Pre: Eligibility for ENGL 101 and completion of any reading Pre: ENGL 101 with a grade of C or higher
<b>Humanities and Arts</b>	3cr	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>Social &amp; Behavioral Sciences</b>	3cr	Core B Elective
<b>Wellness</b>	1cr	See College Catalog for a list of approved courses
<b>First Year Seminar</b>	1cr	Unless exempted by examination. See HACC catalog for a list of approved courses. **BUSI 101 may be used if not required to take FS 100

Required Program Courses			
<b>AOS 101</b>	3cr	Document Processing	Prerequisites: Eligibility for ENGL 003, or higher
<b>AOS 110</b>	3cr	Microsoft Word	Prerequisites: AOS 101 with a C or higher
<b>AOS 111</b>	3cr	Grammar and Punctuation Essentials <i>(fall only)</i>	Prerequisites: Eligibility for ENGL 101
<b>AOS 160 or ACCT 101</b>	3cr 4cr	Office Accounting (spring only) (or) Principles of Accounting I	Prerequisites: Eligibility for enrollment into ENGL 101 Prerequisites: Eligibility for enrollment into ENGL 003, 007, or 057; and eligibility for enrollment into MATH 022 (or MATH 020) or completion of MATH 008 (or MATH 010) with a grade of C or higher
<b>AOS 203</b>	3cr	Records and Imaging Management <i>(fall only)</i>	Prerequisites: CIS 105 with a C or higher
<b>AOS 224</b>	3cr	Office Applications <i>(fall only)</i>	Prerequisites: AOS 110 and CIS 105 with a C or above
<b>AOS 225</b>	3cr	Office Procedures <i>(spring only)</i>	Prerequisites: AOS 101 with a C or higher. Co-requisite: AOS 110
<b>AOS 226</b>	3cr	Office Transcription <i>(spring only)</i>	Prerequisites: AOS 101 and AOS 111 with a grade of C or higher
<b>BUSI 101**</b>	3cr	Introduction to Business (FYS)	Prerequisites: None
<b>CIS 105</b>	3cr	Introduction to Software for Business	Prerequisites: ENGL 057 or a combination of ENGL 003, or 007 and 051 with grades of C or higher or their equivalents
<b>CIS 108</b>	1cr	Introduction to PowerPoint	Prerequisites: None
<b>CIS 135</b>	3cr	Intermediate Spreadsheet Applications	Prerequisites: CIS 105 with a grade of C or higher; or permission of the Instructor
<b>CIS 145</b>	3cr	Using Mobile Technologies <i>(fall only)</i>	Prerequisites: Eligibility for ENGL 101 and COMM 101

<b>CIS 207</b>	3cr	Desktop Publishing	Prerequisites: CIS 105 with a grade of C or higher
<b>MATH 100</b>	3cr	College Math for Business	Prerequisites: Completion of MATH 008 and 022 (or MATH 010) or MATH 007 with grades of C or higher
<b>WEB 102</b>	3cr	Web Exploration & Design	Prerequisites: Eligibility for enrollment into ENGL 101 and completion of ENGL 057 or a combination of ENGL 003, or 007 and 051 with a grade of C or higher

### Advising Notes

\***AOS 101:** 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.

\***AOS 160 or ACCT 101** – Students are *highly recommended* to take AOS 160

### 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.

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#### 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 203	3	AOS 160 or ACCT 101	3 or 4
AOS 111	3	CIS 135	3	AOS 224	3	AOS 225	3
CIS 105	3	ENGL 101	3	CIS 108	1	AOS 226	3
FYS Elective	3	Humanities/Arts Elective	3	CIS 145	3	COMM 101 or 203	3
Math/Science Elective	3	WEB 102	3	CIS 207	3	Social/Behavioral Science Elective	3
		Wellness	1	ENGL 106	3		

### 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	Counseling and Advising
Lobby	Cooper 219	221 Main	Lobby	Leader Suite 104
717-337-3855	717-780-2498	717-358-2988	717-270-4222	717-801-3213