

ADMINISTRATIVE OFFICE MANAGEMENT, Associate in Applied Science Degree - 1926

Engineering & Technology Department

The Administrative Office Management AAS degree program prepares students to perform clerical, administrative, management, and information systems support in a variety of office-related environments. Students are able to gain exposure to emerging technologies and other online and mobile business solutions through hands-on application and conducting research. Graduates utilize skills in office transcription, written and oral communication, and integrated software applications. Students may complete the program at the Harrisburg Campus by taking courses through Virtual Learning.

Career Opportunities

Graduates find employment in business offices, private industry, public service, state and federal government, and specialized environments such as legal, medical, financial, insurance, law enforcement, engineering, and management as administrative office specialists.

Competency Profile

This curriculum is designed to prepare students to:

- Show proficiency in keyboarding and office transcription
- Apply advanced software skills to produce business documents
- Integrate software applications
- Research using the Internet
- Manage records manually and electronically
- Perform basic accounting functions
- Create effective presentations
- Implement up-to-date office technologies and procedures
- Assess current business-related technologies and resources to enhance professional administrative productivity

PROGRAM REQUIREMENTS (TOTAL CREDITS = 62)

General Education	Major Requirements	Other Required Courses
ENGL 101 English Composition I	3 AOS 101 Document Processing	3 CIS 105 Introduction to Software for Business
ENGL 106 Business Writing	3 AOS 110 Microsoft Word	1 CIS 108 Introduction to Power Point
COMM 101 Effective Speaking (or)	3 AOS 111 Grammar & Punctuation Essen.	3 CIS 135 Intermediate Spreadsheet Applica
COMM 203 Interpersonal Communication	(3) AOS 160 Office Accounting (or)	3 CIS 145 Using Mobile Technologies
Humanities & Arts Elective*	3 ACCT 101 Principles of Accounting I	(4) CIS 207 Desktop Publishing
Mathematics or Science Elective (MATH 100)	3 AOS 203 Records & Imaging Management	3 WEB 102 Web Exploration & Design
Social & Behavioral Science Elective	3 AOS 224 Office Applications	16
First-Year Seminar Elective (BUSI 101)	3 AOS 225 Office Procedures	
Wellness	1 AOS 226 Office Transcription	
	22	24

*Select from the following courses: ART 181 or 182; ENGL 206; HUM 101, 115 or 201; MUS 104; PHIL 200; THTR 101; or a foreign language course.

Note: A grade of C, or higher, is required for all courses in this program.

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