

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	3
ENGL 106 Business Writing	3	AOS 110 Microsoft Word	3	CIS 108 Introduction to Power Point	1
COMM 101 Effective Speaking (or)	3	AOS 111 Grammar & Punctuation Essen.	3	CIS 135 Intermediate Spreadsheet Applica	3
COMM 203 Interpersonal Communication	(3)	AOS 112 Desktop Publishing	3	MGMT 204 Human Relations in Business (or)	3
Humanities & Arts Elective*	3	AOS 160 Office Accounting	3	MGMT 201 Principles of Management	(3)
Mathematics or Science Elective - MATH 100	3	AOS 203 Records & Imaging Management	3	WEB 102 Web Exploration & Design	3
Social & Behavioral Science Elective	3	AOS 224 Office Applications	3		13
First-Year Seminar Elective - BUSI 101	3	AOS 225 Office Procedures	3		
Wellness	1	AOS 226 Office Transcription	3		
	22		27		

*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 112	3 AOS 160
AOS 111	3 CIS 135	3 AOS 203	3 AOS 225
BUSI 101	3 ENGL 101	3 AOS 224	3 AOS 226
CIS 105	3 Humanities/Arts Elective*	3 CIS 108	1 COMM 101 or 203
MATH 100	3 WEB 102	3 ENGL 106	3 Social/Behavioral Science Elective
	3 Wellness	1 MGMT 201 or 204	3
		ENGL 106	3