

# Office Management A.A.S. Concentration

## Program Code

AAS-BSAD-OFTC

## CIP

52.0201

## Type

A.A.S.

The Office Management AAS concentration can provide you with skills in accounting, office productivity software, and communications that can help you start or build your career as an office manager. All required courses are available online, and many are also offered in a traditional classroom format. Coursework is included that helps prepare you for the Microsoft Excel and Word Expert certifications.

## GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BUS 215	Business Communications	3
BUS 151	Modern Business Mathematics with Excel	3
	MTH 100 or higher	3-4
CIS 146	Computer Applications	3
ECO 231	Principles of Macroeconomics	3
	Humanities/Fine Arts Elective (Excluding Speech and Foreign Language)	3

## MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
ACT 249	Payroll Accounting	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
BUS 263	The Legal and Social Environment of Business	3
CIS 197A	Microsoft Access	3
CIS 197E	Microsoft Excel Expert	3
CIS 197W	Microsoft Word Expert	3
CIS 197K	Microsoft Outlook Expert	3
OAD 103	Intermediate Keyboarding	3
BUS 289	Business Strategy Capstone	3
	Office Management Electives	6

# Medical Billing Career Path

Item #	Title	Credits
	Sub OAD 211 for BUS 263	3
	Choose OAD 214 from Electives	3
	Choose OAD 215 from Electives	3
	Sub OAD 216 for CIS 197A	3
	<b>Total Credits</b>	<b>61-62</b>