ASSOCIATE OF APPLIED BUSINESS DEGREE

OFFICE MANAGEMENT

The demand for competent, qualified office personnel continues to grow. The associate degree program in Office Management provides instruction in all phases of the office career. Instruction is provided on document processing equipment. Additional general education courses provide a broad background for graduates. The sequence of major offerings starts fall quarter only.

MISSION STATEMENT:
The Office Technologies Department provides quality instruction to students by preparing them to be successful and productive community and business leaders while emphasizing employability skills and personal attributes.

108 Credit Hours

Technical and Basic Requirements:
73 Credit Hours
AC114  Accounting I/5
AC130  Introduction to Accounting Software/3
BU109  Customer Service/3
DP117  Database Applications/3
DP150  Spreadsheet Applications/3
DP155  Developing Business Presentations/5
DP210  Advanced Spreadsheet Applications/3
KY146  Keyboarding I/5
KY147  Keyboarding II/5
KY250  Keyboarding III/5
MA121  Principles of Management/5
OP135  Machine Transcription I/3
OP149  Records Management/3
OP235  Machine Transcription II/3
OP276  Office Procedures/5
OP292  Office Technology Capstone/3
WP138  Introduction to Word Processing Applications/3
WP267  Advanced Word Processing Applications/3
WP277  Document Design/5

General Education Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), or University Survey (UN).

General Education Requirements:
32 Credit Hours
CO179  Introduction to Human Communication/3
EN180  Composition I/5
EN200  Composition II/5
MH169  Business Math/5
OR
MH190  Algebra/5
PY177  Introduction to Psychology/3
OR
SO186  Sociology/3
SC200  Principles of Ecology/3
UN110  First-Year Experience/2
UN220  Introduction to Diversity Issues/3
Any 100- or 200-level AR, EN, HI, or RE course/3

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate’s Degree level and again at the Bachelor’s Degree level.