

Business Administration: Office Management

Degree Type

Associate in Applied Science

**ASSOCIATE DEGREE IN APPLIED SCIENCE
BUSINESS ADMINISTRATION: OFFICE MANAGEMENT
SEMESTER CURRICULUM MODEL
66 SEMESTER HOURS**

For more information on the Associate in Applied Science in Business Administration degree options, [visit this page](#).

Fall I

Course Number	Title	Credits
BAF-101	Personal Finance	3
BUS-101	Introduction to Business	3
CPT-170	Microcomp Applications	3
ENG-101	English Composition	3
MGT-101	Principles of Management	3

Spring I

Course Number	Title	Credits
ACC-101	Accounting Principles I	3
LEG-122	Business Law II	3
MGT-206	Management Spreadsheets	3
MKT-135	Customer Service Techniques	3
SPC-205	Public Speaking	3

Summer I

Course Number	Title	Credits
ACC-102	Accounting Principles II	3
CPT-172	Microcomputer Data Base	3
MAT-103	Quantitative Reasoning	3
MGT-110	Office Management	3

Fall II

Course Number	Title	Credits
CPT-107	File Entry Operations	3
CPT-179	Microcomputer Word Processing	3
IST-259	Electronic Messaging	3
	Directed Elective (3 credits)	3

Spring II

Course Number	Title	Credits
ECO-211	Microeconomics	3
MGT-245	Decision Support Systems	3
	Humanities Elective (3 credits)	3
	Directed Elective (3 credits)	3
	Total Credits	66