

ADMINISTRATIVE OFFICE MANAGEMENT

Program Overview

The Administrative Office Management (AOM) Program provides the career training to become an office manager, administrative assistant, legal or medical office assistant, transcriptionist, receptionist, office clerk or office support specialist. The curriculum blends human relations and communication skills with the latest administrative office technology and procedures.

The Administrative Office Skills certificate teaches the skills needed for an entry-level position. The Medical and Legal Administration certificates equip students for the specialized office work involved in those fields. The one-year AOM certificate prepares students to upgrade their skills for job advancement or to enter into a new career. The

two-year degree prepares students for positions as highly trained office managers and administrative assistants.

On completion of the program, students will have the technology, administrative and interpersonal skills—as well as the initiative, confidence and decision-making ability—to be an effective member of an office team.

The primary purpose of an Associate in Applied Science degree is to prepare students for employment. The AAS degree is not designed specifically for transfer; however, there are opportunities to apply some coursework or the whole degree to a bachelor's degree program. For more information, see an academic advisor and the department chair.

Requirements for the Associate in Applied Science (AAS) in Administrative Office Management

Curriculum: OCC 200	Credit Hours		
General Education Core			
Communications 2 courses ENG 105 and SPE 151 recommended	6	(3) ENG 105 Technical Communications (3) ENG 151 Composition I	(3) ENG 152 Composition II (3) SPE 151 Intro to Speech
Humanities & Fine Arts 1 course PHI 251 recommended	3	Humanities <i>Select from the following prefixes or course numbers:</i> ENG (does not include: 105, 151, 152, 088-099) FRE GER (3) JRN 152 Intro to Mass Communication (3) JRN 155 Newswriting (3) JRN 165 Intro to Broadcasting (3) JRN 170 Feature Writing PHI (4) SPA 151 Elementary Spanish I (4) SPA 152 Elementary Spanish II (4) SPA 251 Intermediate Spanish I (4) SPA 252 Intermediate Spanish II (3) SPE 155 Interpersonal Communication (3) SPE 161 Small Group Communication	Humanities cont'd. (3) SPE 251 Intercultural Communication (3) SPE 265 Fundamentals of Oral Interpretation Fine Arts <i>Select from the following prefixes or course numbers:</i> ART (does not include: 166, 290, 299) (3) AET 141 Interior Design I (3) AET 142 History of Interiors (3) AET 241 Interior Design II (3) DGM 167 Graphic Design I (3) DGM 168 Computer Art I (3) JRN 180 Intro to Film MUS (does not include: 100, 104, 160, 161, 162, 201-218) THE
Mathematics, Physical, or Life Sciences 1 course	3	Mathematics <i>Select from the following prefixes or course numbers:</i> MAT (100-level or above) Sciences <i>Select from the following prefixes or course numbers:</i> BIO	Sciences cont'd. CHM EAS (3) GEG 101 Physical Geography (3) GEG 123 Energy Resources (3) GEG 220 The Global Environment GEL (4) HRT 103 Intro to Plant Science (4) HRT 105 Intro to Soil Science PHY

Social and Behavioral Sciences 1 course	3	Select from the following prefixes or course numbers: ANT ECO (3) GEG 202 Geog. of Developed World (3) GEG 203 Geog. of Developing World (3) GEG 204 Economic Geography	HIS PLT PSY SOC
Business Core	12	(3) ACC 110 Basic Accounting Procedures or (3) ACC 151 Financial Accounting	(3) BUS 145 Business Applications of Math. (3) BUS 150 Intro to Business (3) MGT 150 Principles of Management
Business Electives 4 credit hours	4	Choose courses from catalog with prefix ACC, BUS, CIS, IBS, MGT, or MKT (MGT 210 highly recommended) NOTE: Effective fall 2012, courses with the IBS prefix were changed to the BUS prefix. Courses taken prior to fall 2012 with the IBS prefix will continue to satisfy this requirement.	
Administrative Office Management Core	27	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (2) AOM 120 Word Processing I (2) AOM 122 Word Processing II (1) AOM 130 Intro to Presentation Software (2) AOM 131 Intro to Windows Spreadsheet Applications	(2) AOM 132 Intro to Database Systems (3) AOM 145 Office Practice (3) AOM 250 Administrative Office Procedures (3) BUS 155 Business Communication (3) CIS 110 Computer Literacy
Program Electives 6 credit hours	6	(1) AOM 105 Keyboarding-Speed & Accuracy (2) AOM 134 Intro to Desktop Publishing (3) AOM 135 Medical Terminology (3) AOM 136 Medical Transcription (3) AOM 140 Integrated Office Applications (3) AOM 150 Legal Terminology & Transcription (4) AOM 225 Law for the Legal Secretary	(2) AOM 234 Advanced Desktop Publishing (1-3) AOM 255 Administrative Office Management Internship (1-6) AOM 299 Independent Study in AOM (3) BUS 110 Business Career Skills (3) BUS 220 Human Relations & Teambuilding (2) CIS 118 Intro to Windows (2) CIS 145 Internet Technologies
Total Degree Credits	64		

Other AAS Graduation Requirements:

- 2.0 minimum cumulative GPA at MCC upon completion of program
- 15 semester hours of program-specific coursework taken at MCC

- Completion of Intent to Graduate form
- Completion of end-of-program assessment as directed by this department

Requirements for the Administrative Office Management Certificate

Curriculum: OCC 201	Credit Hours		
Program Core	30	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (2) AOM 120 Word Processing I (2) AOM 122 Word Processing II (1) AOM 130 Intro to Presentation Software (2) AOM 131 Intro to Windows Spreadsheet Applications (2) AOM 132 Intro to Database Systems	(3) AOM 145 Office Practice (3) AOM 250 Administrative Office Procedures (3) BUS 150 Intro to Business or (3) MGT 150 Principles of Management (3) BUS 155 Business Communication (3) CIS 110 Computer Literacy
Program Electives 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (2) AOM 134 Intro to Desktop Publishing (3) AOM 135 Medical Terminology (3) AOM 136 Medical Transcription (3) AOM 140 Integrated Office Applications (3) AOM 150 Legal Terminology & Transcription (4) AOM 225 Law for the Legal Secretary	(2) AOM 234 Advanced Desktop Publishing (1-3) AOM 255 Administrative Office Management Internship (1-6) AOM 299 Independent Study in AOM (3) BUS 110 Business Career Skills (3) BUS 145 Business Applications of Math. (2) CIS 118 Intro to Windows (2) CIS 145 Internet Technologies
Total Certificate Credits	33		

Requirements for the Administrative Office Skills Certificate

Curriculum: OCC 205	Credit Hours		
Program Core	17	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (2) AOM 120 Word Processing I	(3) AOM 145 Office Practice (3) BUS 155 Business Communication (3) CIS 110 Computer Literacy
Program Electives 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (2) AOM 122 Word Processing II (1) AOM 130 Intro to Presentation Software (2) AOM 131 Intro to Windows Spreadsheet Applications	(2) AOM 134 Intro to Desktop Publishing (3) AOM 140 Integrated Office Applications (3) AOM 250 Administrative Office Procedures (3) BUS 110 Business Career Skills
Total Certificate Credits	20		

Requirements for the Legal Administration Certificate

Curriculum: OCC 207	Credit Hours		
Program Core	24	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (2) AOM 120 Word Processing I (4) AOM 225 Law for the Legal Secretary	(3) AOM 250 Administrative Office Procedures (3) BUS 240 Commercial Law (3) BUS 241 Legal Environment of Business (3) CIS 110 Computer Literacy
Program Electives 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (2) AOM 122 Word Processing II (3) AOM 145 Office Practice (3) AOM 150 Legal Terminology & Transcription	(1-3) AOM 255 Internship (requires 80 clock hours per credit in a legal office position) (3) BUS 155 Business Communication (3) CJS 101 Intro to Criminal Justice (3) CJS 275 Criminal Procedure
Total Certificate Credits	27		

Requirements for the Medical Administration Certificate

Curriculum: OCC 206	Credit Hours		
Program Core	24	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (2) AOM 120 Word Processing I (3) AOM 135 Medical Terminology	(3) AOM 250 Administrative Office Procedures (4) BIO 110 Intro to Human Biology (3) CIS 110 Computer Literacy (3) HFE 150 Contemporary Health Issues
Program Electives 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (2) AOM 122 Word Processing II (3) AOM 136 Medical Transcription (3) AOM 145 Office Practice	(1-3) AOM 255 Administrative Office Management Internship (Requires 80 clock hours per credit in a medical office position) (3) BUS 155 Business Communication (3) HFE 152 Women's Health Issues (3) HFE 250 Nutrition for Wellness
Total Certificate Credits	27		

Other Certificate Graduation Requirements:

- 2.0 minimum cumulative GPA at MCC upon completion of program
- For certificates of less than 12 credit hours, *all* required credits must be completed through MCC coursework. For all other certificates, one-half of the minimum credit hours required must be completed through MCC coursework.
- Completion of Intent to Graduate form

- Completion of end-of-program assessment as directed by this department for OCC 201, Administrative Office Management Certificate.

For more information, contact the department chair: (815) 455-8732.