

## 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, 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.

For more information, visit: [www.mchenry.edu/aom](http://www.mchenry.edu/aom)

**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	Minimum Credit Hours	Courses	
Written Communication	3	ENG 105 recommended <i>Please see page 65 for AAS Degree course options</i>	
Oral Communication	3	SPE 151 recommended <i>Please see page 65 for AAS Degree course options</i>	
Arts Humanities Social Science Behavioral Science	3	PHI 251 recommended <i>Please see page 65 for AAS Degree course options</i>	
Mathematics Physical Science Life Science	3	<i>Please see page 65 for AAS Degree course options</i>	
Arts Humanities Social Science Behavioral Science Mathematics Physical Science Life Science	3	<i>Please see page 65 for AAS Degree course options</i>	
Total General Education	15		
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
Program Core	29	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (3) AOM 120 Word Processing I (3) AOM 122 Word Processing II (2) AOM 130 Presentation Software (3) AOM 131 Spreadsheet Applications I (3) AOM 132 Database Systems I (3) AOM 145 Office Practice	(3) AOM 250 Administrative Office Procedures (3) BUS 155 Business Communication

<b>Program Electives</b>	4	(1) AOM 105 Keyboarding-Speed & Accuracy (2) AOM 134 Intro to Desktop Publishing (3) AOM 135 Medical Terminology (3) AOM 140 Integrated Office Applications (3) AOM 231 Spreadsheet Applications II (3) AOM 232 Database Systems II	(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
<b>Total Minimum Degree Credits</b>	<b>60</b>		

**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 graduation application
- Completion of end-of-program assessment as directed by this department

**Requirements for the Administrative Office Management Certificate**

<b>Curriculum: OCC 201</b>	<b>Credit Hours</b>		
<b>Program Core</b>	29	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (3) AOM 120 Word Processing I (3) AOM 122 Word Processing II (2) AOM 130 Presentation Software (3) AOM 131 Spreadsheet Applications I (3) AOM 132 Database Systems I (3) AOM 145 Office Practice	(3) AOM 250 Administrative Office Procedures (3) BUS 155 Business Communication
<b>Total Certificate Credits</b>	29		

For more information, visit: [www.mchenry.edu/aomcertificate](http://www.mchenry.edu/aomcertificate)

**Requirements for the Administrative Office Skills Certificate**

<b>Curriculum: OCC 205</b>	<b>Credit Hours</b>		
<b>Program Core</b>	20	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (3) AOM 120 Word Processing I (2) AOM 130 Presentation Software (3) AOM 131 Spreadsheet Applications I (3) AOM 145 Office Practice	(3) BUS 155 Business Communication
<b>Total Certificate Credits</b>	20		

For more information, visit: [www.mchenry.edu/officeskills](http://www.mchenry.edu/officeskills)

**Requirements for the Computer Skills Certificate**

<b>Curriculum: OCC 124</b>	<b>Credit Hours</b>		
<b>Program Core</b>	28	(3) AOM 120 Word Processing I (3) AOM 122 Word Processing II (2) AOM 130 Presentation Software (3) AOM 131 Spreadsheet Applications I (3) AOM 132 Database Systems I	(3) AOM 140 Integrated Office Applications (3) AOM 231 Spreadsheet Applications II (3) AOM 232 Database Systems II (2) NET 150 Windows Operating Systems (3) WEB 105 Web Fundamentals
<b>Total Certificate Credits</b>	28		

For more information, visit: [www.mchenry.edu/computerskills](http://www.mchenry.edu/computerskills)

## Requirements for the Legal Administration Certificate

Curriculum: OCC 207	Credit Hours		
<b>Program Core</b>	24	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (3) AOM 120 Word Processing I (3) AOM 250 Administrative Office Procedures	(3) BUS 155 Business Communications (3) BUS 241 Business Law (3) CDM 110 Computer Literacy for Windows (3) PAR 101 Introduction to Paralegal Studies
<b>Program Electives</b> 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (3) AOM 122 Word Processing II (3) AOM 130 Presentation Software (3) AOM 131 Spreadsheet Applications I (3) AOM 140 Integrated Office Applications (3) AOM 145 Office Practice	(1-3) AOM 255 Internship (requires 75 clock hours per credit in a legal office position)
<b>Total Certificate Credits</b>	27		

For more information, visit: [www.mchenry.edu/legal](http://www.mchenry.edu/legal)

## Requirements for the Medical Administration Certificate

Curriculum: OCC 206	Credit Hours		
<b>Program Core</b>	26	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (3) AOM 120 Word Processing I (3) AOM 135 Medical Terminology (3) AOM 250 Administrative Office Procedures	(4) BIO 110 Intro to Human Biology (3) CDM 110 Computer Literacy for Windows (1) HCE 111 Evidence Based Practice (3) HIT 160 Intro to Health Info Management
<b>Program Electives</b> 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (3) AOM 122 Word Processing II (3) AOM 145 Office Practice (1-3) AOM 255 Administrative Office Management Internship (Requires 75 clock hours per credit in a medical office position)	(3) BUS 155 Business Communication (3) HIT 137 Basic CPT Coding (3) HIT 138 ICD Coding (3) HIT 240 Electronic Health Records
<b>Total Certificate Credits</b>	29		

For more information, visit: [www.mchenry.edu/medical](http://www.mchenry.edu/medical)

### 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 graduation application
- 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.**