

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.

For more information, visit: 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	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, Social & Behavioral Sciences Select 1 course from Humanities & Fine Arts and 1 course from Social & Behavioral Sciences PHI 251 recommended	6	Humanities & Fine Arts <i>Select 1 course from the following prefixes or course numbers:</i> ART (does not include: 166, 190, 290, 299) (3) AET 141 Interior Design I (3) AET 142 History of Interiors (3) AET 241 Interior Design II (3) DGM 168 Computer Art I ENG (does not include: 088-099, 105, 151, 152) FRE GER (3) GRA 167 Graphic Design I (3) JRN 152 Intro to Mass Communication (3) JRN 155 Newswriting (3) JRN 165 Intro to Broadcasting (3) JRN 170 Feature Writing (3) JRN 180 Intro to Film MUS (does not include: 100, 104, 111, 160, 161, 162, 201-219) PHI	Humanities & Fine Arts cont'd. (4) SPA 151 Elementary Spanish I (4) SPA 252 Intermediate Spanish II (4) SPA 152 Elementary Spanish II (4) SPA 251 Intermediate Spanish I (3) SPE 155 Interpersonal Communication (3) SPE 161 Small Group Communication (3) SPE 251 Intercultural Communication (3) SPE 265 Fundamentals of Oral Interpretation THE Social & Behavioral Sciences <i>Select 1 course from the following prefixes or course numbers:</i> ANT ECO (3) GEG 202 Geog. of the Developed World (3) GEG 203 Geog. of the Developing World (3) GEG 204 Economic Geography HIS PLT PSY SOC
Mathematics, Physical or Life Sciences, Technology Select 1 course from Mathematics, Physical or Life Sciences, or Technology	3	Mathematics MAT (100 level or above) Physical or Life Sciences <i>Select from the following prefixes or course numbers:</i> BIO CHM EAS (4) GEG 107 Physical Geography (3) GEG 123 Energy Resources (3) GEG 220 The Global Environment GEL	Physical or Life Sciences cont'd. (3) HFE 250 Nutrition for Wellness (4) HRT 103 Intro to Plant Science (4) HRT 105 Intro to Soil Science PHY Technology (3) AET 151 Computer Aided Design Graphics I (3) GRA 100 Adobe Design Suite (3) PRG 105 Programming Logic (3) WEB 105 Web Fundamentals

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
Program Electives	4	(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 (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
Total Degree Credits	60		

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

Curriculum: OCC 201	Credit Hours		
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
Total Certificate Credits	29		

For more information, visit: www.mchenry.edu/aomcertificate

Requirements for the Administrative Office Skills Certificate

Curriculum: OCC 205	Credit Hours		
Program Core	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
Total Certificate Credits	20		

For more information, visit: www.mchenry.edu/officeskills

Requirements for the Computer Skills Certificate

Curriculum: OCC 124	Credit Hours		
Program Core	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
Total Certificate Credits	28		

For more information, visit: www.mchenry.edu/computerskills

Requirements for the Legal Administration Certificate

Curriculum: OCC 207	Credit Hours		
Program Core	25	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (3) 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) CDM 110 Computer Literacy for Windows
Program Electives 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (3) AOM 122 Word Processing II (3) AOM 145 Office Practice (3) AOM 150 Legal Terminology & Transcription	(1-3) AOM 255 Internship (requires 75 clock hours per credit in a legal office position) (3) BUS 155 Business Communication (3) PAR 101 Intro to Paralegal Studies
Total Certificate Credits	28		

For more information, visit: www.mchenry.edu/legal

Requirements for the Medical Administration Certificate

Curriculum: OCC 206	Credit Hours		
Program Core	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 Technology
Program Electives 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (3) AOM 122 Word Processing II (3) AOM 136 Medical Transcription (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
Total Certificate Credits	29		

For more information, visit: 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.