

# ADMINISTRATIVE OFFICE MANAGEMENT

## ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

Contact Hours Required = 1170

Today, office professionals assume many of the responsibilities formerly handled by managerial and professional personnel, in addition to supporting executive staff. While phone and keyboard skills continue to be essential to the positions, office professionals may find training, research, meeting planning, file and project management, and travel and calendar coordination added to their responsibilities. Proficiency in using scanners, creating presentations, developing data bases, designing newsletters, setting up telephone and web conferences, and creating spreadsheets is also expected.

With the Administrative Office Management degree, students can confidently compete in virtually all types of organizations for office positions such as administrative assistant, customer service representative, executive secretary, data entry specialist, computer support assistant, word processor, office manager, and more. In addition, student professionalism, skill development and software proficiency are enhanced through preparation for testing for Microsoft Office Specialist (MOS) certification. Students will experience real life work scenarios, deadline pressure, and communication challenges involving critical thinking, decision making, and team coordination.

Upon successful completion of this program, students should be able to

- demonstrate practical proficiency in the use and application of current computer hardware and software;
- communicate effectively through written, oral, and visual delivery in a manner appropriate for an office setting;
- exhibit critical-thinking, analytical, problem-solving, and decision-making skills;
- demonstrate ability to develop, organize, edit, and publish a variety of office documents;
- demonstrate an ability to collect, analyze, and logically document information;
- show an ability to read and interpret instructions and material pertinent to understanding a task or project; and
- coordinate a successful job search.

		Lecture Hours	Lab Hours	Externship Hours	Total Hours	Quarter Credit Hours
<b>FOUNDATION:</b>						
EDU 1010	Learning Framework	40	0	0	40	4
EDU 1020	Career Exploration/Planning	40	0	0	40	4
<b>AREA OF CONCENTRATION:</b>						
AOM 1010	Keyboarding	20	40	0	60	4
AOM 1020	Intermediate Keyboarding	20	40	0	60	4
AOM 1100	Word Processing	20	40	0	60	4
AOM 1110	Intermediate Word Processing	20	40	0	60	4
AOM 1200	Spreadsheets	20	40	0	60	4
AOM 1400	Presentations	20	40	0	60	4
AOM 2100	Desktop Publishing I	20	40	0	60	4
AOM 2150	Advanced Word Processing	20	40	0	60	4
AOM 2220	Advanced Spreadsheets	20	40	0	60	4
AOM 3000	Administrative Office Management Capstone	10	60	0	70	4
BUS 1000	Introduction to Business	40	0	0	40	4
BUS 2750	Workplace Ethics and Expectations	40	0	0	40	4
<b>AREA OF CONCENTRATION ELECTIVES:</b>						
A minimum of 16 credit hours are to be selected in consultation with the Program Director from approved administrative office management courses completed at Virginia College or transferred from another accredited institution.						
Area of Concentration Electives		160	0	0	160	16
<b>GENERAL EDUCATION:</b>						
These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 quarter hours as indicated below:						
Communications		120	0	0	120	12
Humanities and Fine Arts		40	0	0	40	4
Mathematics		40	0	0	40	4
Social and Behavioral Sciences		40	0	0	40	4
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>		<b>750</b>	<b>420</b>	<b>0</b>	<b>1170</b>	<b>96</b>