

# ADMINISTRATIVE OFFICE MANAGEMENT

## ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

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.

### FOUNDATION:

|  | <b>Quarter Credit Hours</b> |
|--|-----------------------------|
| EDU 1010 Learning Framework .....                      | 4                           |
| EDU 1020 Career Exploration/Planning .....             | 4                           |
| <b>Total Minimum Required Foundation Credits .....</b> | <b>8</b>                    |

### AREA OF CONCENTRATION:

|   |           |
|---|-----------|
| AOM 1010 Keyboarding .....  | 4         |
| AOM 1020 Intermediate Keyboarding .....                           | 4         |
| AOM 1100 Word Processing .....                                    | 4         |
| AOM 1110 Intermediate Word Processing .....                       | 4         |
| AOM 1200 Spreadsheets .....                                       | 4         |
| AOM 1400 Presentations .....                                      | 4         |
| AOM 2100 Desktop Publishing I .....                               | 4         |
| AOM 2150 Advanced Word Processing .....                           | 4         |
| AOM 2220 Advanced Spreadsheets .....                              | 4         |
| AOM 3000 Administrative Office Management Capstone .....          | 4         |
| BUS 1000 Introduction to Business .....                           | 4         |
| BUS 2750 Workplace Ethics and Expectations .....                  | 4         |
| <b>Total Minimum Required Area of Concentration Credits .....</b> | <b>48</b> |

### AREA OF CONCENTRATION ELECTIVES:

A minimum of 16 credit hours are to be selected in consultation with the Program Director from approved administrative office management-related courses completed at Virginia College or transferred from another accredited institution.

**Total Minimum Area of Concentration Elective Credits .....** 16

### GENERAL EDUCATION:

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 credit hours as indicated below:

|   |           |
|---|-----------|
| Communications .....  | 12        |
| Humanities and Fine Arts .....                                | 4         |
| Mathematics .....   | 4         |
| Social and Behavioral Sciences .....                          | 4         |
| <b>Total Minimum Required General Education Credits .....</b> | <b>24</b> |

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....** 96