



Office Management

Associate in Applied Science / Short-Term Certificate

Full Time	Course Prefix	Course Description	Credit Hours	Semester Offered	Area
Semester 1	ORI 110	Freshman Seminar	1	Fa Sp Su	Required V
	ENG 101	English Composition I	3	Fa Sp Su	Required I
	MTH 100	Intermediate College Algebra	3	Fa Sp Su	Required III
	BUS 100	Introduction to Business	3	Fa	Required V
	BUS 241	Principles of Accounting I	3	Fa Sp Su	Required V
	CIS 146	Microcomputer Applications	3	Fa Sp Su	Required III
Semester 2	ENG 102	English Composition II	3	Fa Sp Su	Required I
	OAD 137	Electronic Financial Recordkeeping (QuickBooks)	3	Sp	Required V
	ECO 231	Principles of Macroeconomics	3	Fa Sp Su	Required IV
	BUS 242	Principles of Accounting II	3	Fa Sp Su	Required V
	BUS 275	Principles of Management	3	Sp	Required V
Semester 3	*CIS 113	Spreadsheet Software Applications (Excel)	3	Fa Sp Su	Required V
	ECO 232	Principles of Microeconomics	3	Fa Sp Su	Required V
	BUS 248	Managerial Accounting	3	Fa Sp Su	Required V
	**POL 211	American National Government	3	Fa Sp Su	Required IV
	BUS 150	Business Math	3	Fa Su	Required V
	BUS 276	Human Resource Management	3	Fa	Required V
Semester 4	**PHL 206	Ethics and Society	3	Fa Sp Su	Required II
	OAD 218	Office Procedures	3	Sp	Required V
	*OAD 247	Excel II	3	Sp Su	Required V
	BUS 263	The Legal and Social Environment of Business	3	Fa Sp Su	Required V
	BUS 285	Principles of Marketing	3	Sp	Required V
	BUS 215	Business Communications	3	Sp Su	Required V
Office Management AAS Total Hours			67		
Office Supervision Short-Term Certificate Total Hours 21					
Human Resource Management Certificate Total Hours 18					

*CIS 113 is a prerequisite for OAD 247.

**May be substituted per Business advisor's approval.

For Assistance with Financial Aid: <http://www.wallacestate.edu/financial-aid>

For transfer information to a four-year school: <http://stars.troy.edu/>