

**Associate of Applied Science (A.A.S.)
Office Management**



First Semester		
Course Number	Course Title	Credit Hours
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1133	Skill Building	3
OS2283	Microsoft Word	3
PSYC2003	General Psychology	3
	Total Hours	15

Second Semester		
Course Number	Course Title	Credit Hours
CS2223	Electronic Spreadsheet	3
ECON1003	The American Enterprise System	3
MATH1063	College Math	3
OS1143	Speedbuilding	3
OS2233	Office Procedures	3
	Total Hours	15

Third Semester		
Course Number	Course Title	Credit Hours
ACCT2003	Principles of Accounting I	3
BA1103	Personal Finance	3
BA2223	Business Communications	3
CS2043	Business Graphics	3
OS2153	Transcription	3
	Total Hours	15

Fourth Semester		
Course Number	Course Title	Credit Hours
ACCT2103 or BA2023	Principles of Accounting II or Introduction to Management	3
BA2003	Internship	3
GBUS2003	Legal Environment of Business	3
OS1113	Records & Database Management	3
OS2113	Capsone Project	3
	Total Hours	15

Total Requirements: 60

Completion Time: 2 years

Cost Per Year: In state: \$5,340 / Out of State: \$6,780

Complete Program Cost: In State: \$10,680 / Out of State: \$13,560