

OFFICE MANAGEMENT ASSOCIATE IN APPLIED SCIENCE DEGREE (OMGT D186)

FCC	✓ LTC	OCC	WVC
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The Office Management program provides students with the tools for highly skilled management capabilities in a diverse and progressive work environment. The program trains students to organize, manage, and distribute information in today's fast-paced business world. The curriculum includes business law, personnel management, technology, and accounting. Program graduates seek employment opportunities in diverse sectors including business, banking, education, public relations, law, government, and accounting, among others.

First Semester Credit Hours 13

BMG	1202	Business Math OR College Level Math ¹	4
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3
SPE	1101	Fundamentals of Effective Speaking ¹ OR	
SPE	1111	Interpersonal Communications ¹	3

Second Semester Credit Hours 15

DAP	2202	Word Processing I	3
DAP	2203	Word Processing II	3
ENG	1111	Composition I ¹ OR	
ENG	1201	Communications ¹	3
PSY	1101	General Psychology I ^{1*} OR	
PSY	1103	Business Psychology ^{1*}	3
TQM	1206	Project Management	3

Third Semester Credit Hours 16

ACC	1101	Applied Accounting	4
BMK	2101	Principles of Marketing	3
BUS	2101	Business Law I	3
BUS	2201	Principles of Management	3
CIS	1278	Spreadsheet	V3

Fourth Semester Credit Hours 16

ACC	1102	Fundamentals of Accounting OR	4
ACC	1202	Quickbooks I AND	
ACC	1203	Quickbooks II	
BOC	2211	Office Internship I	V3
BUS	1102	Managerial Effectiveness: Personnel	3
BUS	2104	Business Economics ¹ OR	
ECN	2101	Principles of Macroeconomics ¹	3
DAP	2265	Desktop Publishing I	<u>3</u>

Total Credit Hours 60

¹General Education Hours (16)

*This course satisfies the IECC human diversity requirement.