



## Associate in Applied Science (A.A.S.) in Administrative Office Management

### PROGRAM OVERVIEW

The Associate in Applied Science in Administrative Office Management focuses on training students to operate proficiently a number of information processing systems and prepares them to adjust to future technological changes in the work place. Courses taken in the associate degree program may be applied toward a 4-year business degree at UDC. A "C" or better is required for all business and economics courses.

### ACADEMIC PREPAREDNESS

UDC recognizes the important connection between student success and academic preparedness. Depending on placement test scores and/or equivalent college course work, students may be required to complete co-requisite courses in English. ***Only credits earned for the college-level portion of the co-requisite course pairing count towards degree completion requirements.***

#### Co-Requisite Courses for English

Course #	Title	Credits	Grade	Semester
ENGL-015	English Fundamentals <b><i>and</i></b>	3		
ENGL-101C	English Composition I	3		

### SEQUENCE OF STUDY

The required courses for the degree program are listed in suggested sequence on the reverse side of this document. Students are expected to complete prerequisite and co-requisite courses as indicated.

- A Prerequisite is a requirement which must be completed prior to enrollment in a particular class. This can be a placement test score or a course. For example, ENGL-111: English Composition I must be taken prior to ENGL-112: English Composition II.
- A Co-requisite is a course that must be taken in the same semester. For example, APCT 104C: Introduction to Applications of Computers Lecture must be taken along with APCT 105C: Introduction to Applications of Computers Lab.

### GUIDE TO SUBJECTS

When registering for courses, use the key below to search for courses by subject.

<b>ACCT</b>	Accounting	<b>ENGL</b>	English	<b>MATH</b>	Mathematics
<b>APCT</b>	Applied Computing	<b>FSEM</b>	First Year Seminar	<b>OADM</b>	Office Administration
<b>BSEF</b>	Business, Economics & Finance	<b>GRTC</b>	Graphic Communications Technology	<b>PHIL</b>	Philosophy
<b>ECON</b>	Economics	<b>IPTC</b>	Information Processing Technology		

## Associate in Applied Science (A.A.S.) in Administrative Office Management *(Below are the required courses arranged in suggested sequence.)*

### FIRST SEMESTER

Course #	Course Title	Credits	Semester	Grade	Prerequisites
FSEM-101C	First Year Seminar	1			
ENGL-111C	English Composition I	3			ENGL-014C and ENGL-015C or required placement test score
MATH-105C	Intermediate Algebra	3			MATH-015C or required placement test score
OADM-104C	Introduction to Business	3			
SPCH-115C	Public Speaking	3			
	Natural Science Elective w/Lab	4			MATH-015C
	<b>Total Credit Hours:</b>	<b>17</b>			

### SECOND SEMESTER

Course #	Course Title	Credits	Semester	Grade	Prerequisites
ENGL-112C	English Composition II	3			ENGL-111C
MATH-116C	Finite Mathematics	3			MATH-105C or required placement test score
	Business Elective*	3			
APCT-104C	Intro to Applications of Computers (Lecture)	2			Co-requisite APCT-105C
APCT-105C	Intro to Applications of Computers (Lab)	1			Co-requisite APCT-104C
PHIL 108C	Intro to Social Ethics	3			
	<b>Total Credit Hours:</b>	<b>15</b>			

### THIRD SEMESTER

Course #	Course Title	Credits	Semester	Grade	Prerequisites
ACCT-201C	Principles of Accounting I	3			OADM-104C (can be Co-requisite) w/ 'C' or better
ECON-201C	Principles of Macroeconomics	3			
IPTC-206C	Office Procedures	3			OADM-104C
OADM-208C	Business Communications	3			ENGL-112C
GRCT-107C	Introduction to Desktop Publishing (Lecture)	2			Co-requisite GRCT-108C
GRCT-108C	Introduction to Desktop Publishing (Lab)	1			Co-requisite GRCT-107C
	<b>Total Credit Hours:</b>	<b>15</b>			

### FOURTH SEMESTER

Course #	Course Title	Credits	Semester	Grade	Prerequisites
ACCT-202C	Principles of Accounting II	3			ACCT-201C w/ 'C' or better
ECON-202C	Principles of Microeconomics	3			
BSEF-220C	Business Statistics	3			College level math – MATH 118C or equivalent
	Business Elective*	3			
	Business Elective*	3			
	<b>Total Credit Hours:</b>	<b>15</b>			<b>October 25, 2016   Effective Spring 2017</b>

*\*Approved Business Electives include: BLPC 214C: Legal Environment of Business or BSEF 214: Personal Finance or MATH 215C: Calculus for Business, Social and Life Sciences*

**Total Credit Hours for A.A.S. Degree in Administrative Office Management: 62**