

ASSOCIATE OF APPLIED SCIENCE (298)

## Administrative Management Technology

**Purpose:** Graduates of our Administrative Management degree program are competitively positioned for jobs in administrative support supervision and administrative/office management. Occupations related to this field include: general office manager, hospital office manager, billing and/or credit manager, executive assistant, and account managers.

To complete a degree program in administrative management, students will enroll in courses that cover the principles of business as well as the administrative and technological functions in a corporation or office. Students learn the basic skills of office management which prepare them to carry out, organize, and direct administrative support operations in a variety of settings. Subjects studied will include accounting, business communications, management principles, microcomputer office applications, and office administration.

Students may earn an A.A.S. degree upon completion. Specializations are available in legal and medical administrative management.

**Accreditation:** This program is accredited by the Association of Collegiate Business Schools and Programs.

**Occupational Objectives:** Occupations related to this field include: general office manager, hospital office manager, billing and/or credit manager, executive assistant, and account managers.

**Admission Requirements:** Applicants must meet the general admission requirements for admission to the college.

Students who do not place into college-level English on the placement test will be required to take developmental courses (i.e., ENG 1, ENG 3, ENG 4, ENG 7).

Students who do not place above Algebra I (MTH 3) and into Algebra II (MTH 4) or higher on the placement test will be required to take developmental courses.

**Program Requirements:** It is strongly recommended that students take ENG 111 in the first semester of coursework.

**CURRICULUM AND OTHER REQUIREMENTS**

**ADMINISTRATIVE MANAGEMENT MAJOR**

**GENERAL EDUCATION CORE COURSES**

**CREDITS**

CST 105 .....	Oral Communication .....	3
ENG 111* .....	College Composition I .....	3
HLT/PED <sup>1</sup> .....	Health or Physical Education .....	1
MTH 120* .....	Intro. to Mathematics.....	3
PSY 120.....	Human Relations .....	3
SDV 101 .....	Orientation to Administrative Management Technology .....	1
E <sup>2</sup> .....	Humanities/Fine Arts Elective .....	3

**ADMINISTRATIVE MANAGEMENT AND RELATED COURSES**

ACC 211* .....	Principles of Accounting I .....	4
AST 101 .....	Keyboarding I.....	3
AST 102* .....	Keyboarding II (Windows).....	3
AST 107 .....	Editing/Proofreading Skills .....	3
AST 113* .....	Keyboarding for Speed & Accuracy .....	1
AST 141* .....	Word Processing I (Microsoft® Word) .....	3
AST 154 .....	Voice Recognition Applications .....	1
AST 205* .....	Business Communications .....	3
AST 232* .....	Microcomputer Office Applications .....	3
AST 236* .....	Specialized Software Applications .....	3
AST 238* .....	Advanced Word Processing .....	3
AST 243-244* ..	Office Administration I-II .....	6
BUS 200 .....	Principles of Management .....	3
BUS 205.....	Human Resource Management .....	3
BUS 241 .....	Business Law .....	3
MKT 100 .....	Principles of Marketing .....	3
<b>Total Minimum Credits for Degree .....</b>		<b>65</b>

<sup>1</sup> Consult approved Health courses in the Description of Courses for selection. Veterans with an honorable discharge will be awarded HLT/PED credit based on military service.

<sup>2</sup> Any three credit 100 or 200 level ART, ENG, FRE, HUM, MUS, PHI, REL or SPA elective may be used, except ENG 111, ENG 112 or ENG 210. CST 130, 131, 132 or 136 may also be used. Students intending to transfer should contact the four-year college and choose a humanities course from the "Approved List of Transfer Courses" that is recommended by their transfer institution.

\* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

## ASSOCIATE OF APPLIED SCIENCE (298)

## Administrative Management Technology cont'd

## ADMINISTRATIVE MANAGEMENT MAJOR

## SUGGESTED SCHEDULE

FIRST YEAR	SPRING
<b>FALL</b>	ACC 211
AST 101	AST 102
AST 107	AST 113
AST 154	AST 141
ENG 111	BUS 241
MKT 100	CST 105
MTH 120	
SDV 101	
<b>SECOND YEAR</b>	<b>SPRING</b>
<b>FALL</b>	AST 205
AST 232	AST 236
AST 238	AST 244
AST 243	HLT/PED
BUS 200	PSY 120
BUS 205	Humanities/Fine Arts

## CURRICULUM AND OTHER REQUIREMENTS

## LEGAL ADMINISTRATIVE MANAGEMENT SPECIALIZATION (02)

## GENERAL EDUCATION CORE COURSES

## CREDITS

CST 105	..... Oral Communication	.....3
ENG 111	..... College Composition I	.....3
HLT/PED <sup>1</sup>	..... Health or Physical Education	.....1
MTH 120*	..... Intro to Mathematics	.....3
PSY 120	..... Human Relations	.....3
SDV 101	..... Orientation to Administrative Management Technology	.....1
E <sup>2</sup>	..... Humanities/Fine Arts Elective	.....3

## LEGAL ADMINISTRATIVE MANAGEMENT AND RELATED COURSES

ACC 211*	..... Principles of Accounting 1	.....4
AST 101	..... Keyboarding I	.....3
AST 102*	..... Keyboarding II (Windows)	.....3
AST 107	..... Editing/Proofreading Skills	.....3
AST 113*	..... Keyboarding for Speed & Accuracy	.....1
AST 141*	..... Word Processing I (Microsoft® Word)	.....3
AST 154	..... Voice Recognition Applications	.....1
AST 205*	..... Business Communications	.....3
AST 232*	..... Microcomputer Office Applications	.....3
AST 238*	..... Advanced Word Processing	.....3
AST 243-244*	..... Office Administration I-II	.....6
BUS 200	..... Principles of Management	.....3
BUS 205	..... Human Resource Management	.....3
BUS 241	..... Business Law	.....3
LGL 110	..... Introduction to Law and the Legal Assistant	.....3
LGL 125	..... Legal Research	.....3
MKT 100	..... Principles of Marketing	.....3
<b>Total Minimum Credits for Degree</b>		<b>.....68</b>

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**LEGAL ADMINISTRATIVE MANAGEMENT SPECIALIZATION (02)**

**SUGGESTED SCHEDULE**

<b>FIRST YEAR</b>	<b>SPRING</b>
<b>FALL</b>	AST 102
AST 101	AST 141
AST 107	AST 205
AST 154	CST 105
ENG 111	HLT/PED
LGL 110	MTH 120
MKT 100	
SDV 101	

<b>SECOND YEAR</b>	<b>SPRING</b>
<b>FALL</b>	AST 232
ACC 211	AST 244
AST 113	BUS 200
AST 238	LGL 125
AST 243	PSY 120
BUS 205	Humanities/Fine Arts
BUS 241	

**MEDICAL ADMINISTRATIVE MANAGEMENT SPECIALIZATION (03)**

**SUGGESTED SCHEDULE**

<b>FIRST YEAR</b>	<b>SPRING</b>
<b>FALL</b>	AST 102
AST 101	AST 113
AST 154	AST 141
ENG 111	CST 105
HLT 143	HLT/PED
MKT 100	HLT 144
MTH 120	Humanities/Fine Arts
SDV 101	

<b>SECOND YEAR</b>	<b>SPRING</b>
<b>FALL</b>	AST 205
ACC 211	AST 232
AST 238	AST 244
AST 243	BUS 200
BUS 205	PSY 120
BUS 241	

**CURRICULUM AND OTHER REQUIREMENTS**

**MEDICAL ADMINISTRATIVE MANAGEMENT SPECIALIZATION (03)**

**GENERAL EDUCATION CORE COURSES** **CREDITS**

CST 105	..... Oral Communication	.....3
ENG 111*	..... College Composition I	.....3
HLT/PED <sup>1</sup>	..... Health or Physical Education	.....1
MTH 120*	..... Intro to Mathematics	..... 3
PSY 120	..... Human Relations	.....3
SDV 101	..... Orientation to Administrative Management Technology	.....1
E <sup>2</sup>	..... Humanities/Fine Arts Elective	.....3

**MEDICAL ADMINISTRATIVE MANAGEMENT AND RELATED COURSES**

ACC 211*	..... Principles of Accounting 1	.....4
AST 101	..... Keyboarding I	.....3
AST 102*	..... Keyboarding II (Windows)	.....3
AST 113*	..... Keyboarding for Speed & Accuracy	.....1
AST 141*	..... Word Processing I (Microsoft® Word)	.....3
AST 154	..... Voice Recognition Applications	.....1
AST 205*	..... Business Communications	.....3
AST 232*	..... Microcomputer Office Applications	.....3
AST 238*	..... Advanced Word Processing	.....3
AST 243-244*	..... Office Administration I-II	.....6
BUS 200	..... Principles of Management	.....3
BUS 205	..... Human Resource Management	.....3
BUS 241	..... Business Law	.....3
HLT 143-144	..... Medical Terminology I-II	.....6
MKT 100	..... Principles of Marketing	.....3
<b>Total Minimum Credits for Degree</b>		<b>.....65</b>

<sup>1</sup> Consult approved Health courses in the Description of Courses for selection. Veterans with an honorable discharge will be awarded HLT/PED credit based on military service.

<sup>2</sup> Any three credit 100 or 200 level ART, ENG, FRE, HUM, MUS, PHI, REL or SPA elective may be used, except ENG 111, ENG 112 or ENG 210. CST 130, 131, 132 or 136 may also be used. Students intending to transfer should contact the four-year college and choose a humanities course from the "Approved List of Transfer Courses" that is recommended by their transfer institution.

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