



**South Central College**  
**Program Design**

## **AS 2281/3281 Administrative Office Management**

### **Program Information**

**Instructional Level** Associate Degree

**Career Cluster** Business Management and Administration

### **Description**

Learners enrolled in the Administrative Office Management Associate in Science (A.S.) Degree are prepared to manage functions in the office environment. This degree option is recommended for experienced office professionals as well as entry-level administrative professionals who are looking to increase their potential for promotion. Graduates with this degree receive training in a variety of office management functions including those in communications, information resources, and management. Learners earn half of the required credits (30) in business-related courses and the other half (30) in business-related Arts and Sciences classes. Learners may also choose to transfer this degree to Winona State University's Bachelor of Science Degree in Business Education - Teaching to prepare as a business educator or as a corporate trainer.

### **Program Admission Dates (Fall and/or Spring)**

Fall and Spring

### **Program Location (North Mankato and/or Faribault)**

Both

### **Program Student Learning Outcomes**

- 1 Input data with speed and accuracy at industry standard.
- 2 Apply knowledge of application software.
- 3 Demonstrate business communications.
- 4 Demonstrate professional behaviors and etiquette.
- 5 Apply human resource management principles.

### **Program Configurations**

#### **Program Sequence**

##### **Credits**

Technical Course	30
Arts & Sciences	30

**Semester 1--Fall**

Course #	Course Title	Credits	Function
OTEC 1001	Computer Software for College	2	Technical Course
OTEC 1820	Business English	3	Technical Course
Technical Elective	ACCT 1700 Personal Financial Management or MKT 1810 Principles of Marketing	3	Technical Course
Goal Area 4	MATH 120, MATH 130, OR MATH 154	4	Arts & Sciences
Goal Area 6	1 of 2 courses from TWO different disciplines	3	Arts & Sciences

**Semester 2--Spring**

Course #	Course Title	Credits	Function
OTEC 1822	Microsoft Excel	4	Technical Course
OTEC 1860	Microsoft Word	4	Technical Course
OTEC 2820	Business Communications	3	Technical Course
ENGL 100	Composition	4	Arts & Sciences

**Semester 3--Fall**

Course #	Course Title	Credits	Function
ACCT 1810	Financial Accounting	4	Technical Course
Goal Area 3	BIOL 100, BIOL 101, CHEM 108, or PHYS 211	4	Arts & Sciences
ECON 110	Principles of Macroeconomics	3	Arts & Sciences
Goal Area 6	2 of 2 courses from TWO different disciplines	3	Arts & Sciences

**Semester 4--Spring**

Course #	Course Title	Credits	Function
ACCT 1811	Managerial Accounting	4	Technical Course
COMM 110	Public Speaking	3	Arts & Sciences
MKT 1930	Human Resource Management	3	Technical Course
Goal Area 5	1 course other than ECON	3	Arts & Sciences
ECON 120	Principles of Microeconomics	3	Arts & Sciences

**Program Course List**

Number	Title	Credits	Pre/Corequisites
ACCT 1810	Financial Accounting	4	None

<b>ACCT 1811</b>	<b>Managerial Accounting</b>	4	ACCT1810 Financial Accounting
<b>COMM 110</b>	<b>Public Speaking</b>	3	Score of 86 on the Sentence Skills portion of the Accuplacer or ENGL 0090 with a C or higher.
<b>ECON 110</b>	<b>Principles of Macroeconomics</b>	3	READ0090 with a grade of C or Higher or a minimum score of 78 on the Accuplacer Reading Comprehension test.
<b>ECON 120</b>	<b>Principles of Microeconomics</b>	3	Must have a score of 78 or higher on the reading portion of the Accuplacer test or complete READ 0090 with a grade of C or higher.
<b>ENGL 100</b>	<b>Composition</b>	4	Next-Generation Accuplacer Reading minimum score of 250 (Classic Accuplacer, minimum of 75) or completion of READ 0090 or EAP 0095 with a C (2.0) or higher.
<b>MKT 1930</b>	<b>Human Resource Management</b>	3	None
<b>OTEC 1001</b>	<b>Computer Software for College</b>	2	None
<b>OTEC 1820</b>	<b>Business English</b>	3	None
<b>OTEC 1822</b>	<b>Microsoft Excel</b>	4	None
<b>OTEC 1860</b>	<b>Microsoft Word</b>	4	None
<b>OTEC 2820</b>	<b>Business Communications</b>	3	OTEC 1820