

OFFICE MANAGEMENT, A.A.S.**Office Management, A.A.S.****Overview**

The Office Management, AAS program provides students with the knowledge and skills needed to pursue a career as an Office Manager. An Office Manager maintains and coordinates the day-to-day office environment to ensure it operates effectively and efficiently. Office Managers supervise other administrative support professionals and are responsible for developing and enforcing office policies and procedures as well as overseeing communications, budgets, inventory, and the accounting and records management systems. Other duties include problem-solving, decision-making, providing customer service, and the ability to adapt and lead in an ever-changing office environment.

Locations

Canby, Granite Falls, Jackson, Online, Pipestone, Worthington

Course Number	Course Title	Credits
	Fall - Year 1	
CSCI 1102	Computer Applications I	3
ADSA 1100	College Keyboarding I	3
ADSA 1111	Office Management	3
ADSA 1122	Word Processing I	2
BUS 2242	Business Communications	3
	Total Credits Fall - Year 1	14
	Spring Year 1	
ADSA 1105	College Keyboarding II	3
ACCT 1120	Spreadsheet Concepts & Applications	2
ACCT 1122	Database Concepts & Applications	2
ADSA 1123	Word Processing II	2
ENGL 1101	Composition I	3
PHIL 2101	Ethical Theory & Practices	3
	Credits Spring - Year 1	15
	Fall - Year 2	
ADSA 1130	Office Accounting Concepts	3
ADSA 1145	Supervisory Management	3
BUS 2241	Business Law	3
SOC 1101	Introduction to Sociology	3
ECON 2201	Principles of Macroeconomics OR	3
ECON 2202	Principles of Microeconomics	3
	Credits Fall - Year 2	15
	Spring - Year 2	
ADSA 1126	Advanced Office Applications	2
ADSA 1131	Office Accounting Concepts II	2
ADSA 1141	Customer Service for Office Professionals	2

Course Number	Course Title	Credits
BUS 2230	Principles of Marketing	3
MATH 1105	Introduction to Probability & Statistics	4
CMST 1101	Public Speaking Or	3
CMST 1103	Interpersonal Communications	3
	Credits Spring - Year 2	16
	TOTAL CREDITS	60