OFFICE ADMINISTRATION: MANAGEMENT - ASSOCIATE IN SCIENCE

The Office Administration: Management degree is designed to prepare students for employment and career advancement in a business office as an administrative professional. Courses are designed to help students learn to analyze and coordinate office duties and systems, develop proficiency in the use of integrated software, and improve oral and written communication. Emphasis is placed on non-technical as well as technical skills. Students will also have the opportunity to explore specialized areas of office management including marketing, entrepreneurship, Health Care and Information Technology. Students must complete each major course, major elective course, and general education course with a grade of 'C' or better to be awarded the degree.

Program Learning Outcomes

- Apply specialized knowledge in technology, marketing, business, and healthcare to make informed and strategic business decisions that address specific industry requirements.
- Utilize interdisciplinary business knowledge and skills to analyze, resolve, and effectively communicate complex business problems.

Major Requirements

Course	Title	Units
Core Requirements		
BIS 007	Business Writing Skills	3
BIS 102	Microsoft Excel	3
BIS 135	Human Relations in the Workplace	3
BUS 006	Introduction to Small Business Management	3
ECON 010B	Introduction to Microeconomic Theory	3
One of the following Statistics courses:		
BUS 060	Fundamentals of Business Statistics	3
or STAT C1000	Introduction to Statistics	
Major Electives		**7**
ACCTG 101	Bookkeeping for Small Business	
BIS 012	Business Document Production	
BIS 016	Electronic Health Records	
BIS 017	Medical Terminology	
BIS 101	Global Communication in the Workplace	
BIS 160	Computerized Medical Billing	
BIS 161	Computerized Medical Office Procedures	
BIS 162	Medical Coding	
BUS 004	Business Plan Development	
BUS 009	Introduction to Entrepreneurship	
BUS 084	Introduction to Marketing Principles	
CIT 010	Computer and Information Technology	
CIT 040	Web Design I: Internet Publishing	
CIT 101	Storing and Retrieving Big Data	
CIT 134A	Programming in Python	
HED 010	Introduction to Public Health	
JOURN 010	Media Technologies and Society in the Digital Age	

Total Requirements

Course	Title	Units
Major Requirements		26
Major Electives		7
General Education Requirements		27
Total Units		**60**