Lake Land College

Office Management

(AAS.OFMGT) Associate in Applied Science Degree

Business, Management & Administration

You might also like:

Workforce Ready
- Accounting – page 16
- Administrative Assistant–Executive – page 18
- Administrative Assistant–Legal – page 19
- Administrative Assistant–Medical – page 20
- Entrepreneurship–Small Business Ownership – page 68
- E-Commerce Marketing – page 61
- Marketing – page 95
- Management – page 93
- Professional Sales – page 117
- Office Assistant/Receptionist – page 104
- Office Management – page 105
- Office Technology Skills–General – page 106
- Office Technology Skills–Medical – page 107
- Office Technology Skills–MOS – page 108

Transfer Ready
- Business Administration – page 139

Prepares graduates to maximize office efficiency by coordinating clerical staff, work flow, and office procedures, and to act as a liaison between management and clerical workers. Students gain hands-on experience through a five-hour internship.

Program requirements may change over time. Specific degree/graduation requirements are determined by the students' degree audit.

FIRST YEAR

First Semester		Hours
☐ BUS 123	Notetaking †	4
☐ ENG 095	Business English	3
☐ BUS 114	Advanced Formatting *	3
☐ CIS 160	Practical Software Applications *	3
☐ BUS 142	Introduction to Business	3
☐ SFS 101	Strategies for Success *or*	
HED ---	Health Elective *or*	
PED ---	P.E. Elective	2
	SEMESTER TOTALS	**18**

Second Semester		
☐ BUS 094	Business Mathematics	3
☐ BUS 115	Processing Information * ††	3
☐ BUS 251	Principles of Management	3
☐ BUS 095	Fundamentals of Accounting *or*	
BUS 151	Financial Accounting *	3
☐ CIS 094	Excel *or*	
CIS 071	Introduction to Networking	2
☐ CIS 058	Specialized Software Applications	3
	SEMESTER TOTALS	**17**

SECOND YEAR

First Semester		Hours
☐ CIS 056	Advanced Software Applications *	3
☐ BUS 290	Human Resource Management *	3
☐ ECO 231	Principles of Economics I	3
☐ CIS 101	Internet Systems & Applications *or*	
CIS 099	Web Page Design *	2 – 3
☐ BUS 141	Business Communications *	3
☐ SPE 111	Introduction to Speech Communication	3
	SEMESTER TOTALS	**17 – 18**

Second Semester		
☐ PSY 271	Introduction to Psychology	3
☐ BUS 060	Automated Office Procedures (MOD) * †††	3
☐ BUS 079	Professional Development (MOD) †††	3
☐ BUS 081	Office Technology Internship *	5
☐ BUS 080	Office Technology Seminar *	1
	SEMESTER TOTALS	**15**
	TOTAL PROGRAM HOURS	**67 – 68**

* There are prerequisites, course requisites or minimum placement test scores for this course
† Course only offered fall semester
†† Course only offered spring and summer semester
††† Course only offered spring semester

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Call Counseling Services: 217-234-5232
Email: counsel@lakeland.cc.il.us

Faculty Contact: Lisa Jobe
Email: ljobe@lakeland.cc.il.us
Phone: 217-234-5356