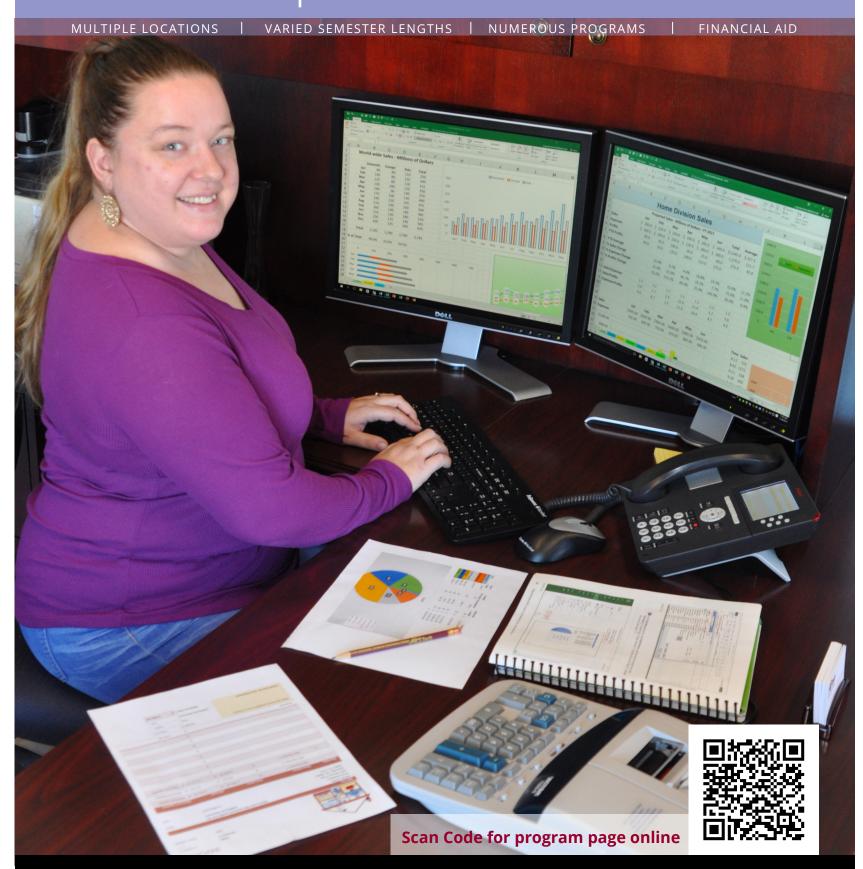


## 2025 - 2026

# Office Management: Finance

**Associate in Applied Science Degrees** 



ASHEVILLE, NORTH CAROLINA • (828) 398-7900 • ABTECH.EDU







Courses requiring a grade of "C" or better: ACA, ACC, BUS, CTS, and OST

### Office Management: Finance

Office Finance (AAS degree) is a concentration area in the Office Management program. Students develop skills in accounting and office finance, along with office procedures, office software applications, records management, office computations, keyboarding, editing and formatting, oral and written communication, critical thinking, team building and problem solving.

Graduates should qualify for employment opportunities in the financial areas of government agencies, real-estate offices, financial institutions, and small or large business.

Office Administration is fully online.

#### **Career Opportunities in Office Administration: Finance**

A.A.S. Degree National Salary Range: \$66,000 - \$101,600 Local Salary Range: \$57,990 - \$79,150

Salaries may vary based on size of business and other factors.

#### For More Information:

Contact Misty Shuler at mistylshuler@abtech.edu or by phone at 828-398-7485

#### **Total Cost Estimate**

	\$1,216.00 (16+ credit hours) \$76.00/credit hour (1-15 hours)
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Computer Use and Technology Fee \$48/semester

Activity Fee Fall and Spring semesters only, Main campus and Online, \$35.00

CAPS Fee (Campus Access, Parking and \$20/semester

ecurity)

Matriculation Fee\$10/semesterStudent Insurance\$2/Semester

Additional Fees including books may incur, please check A-B Tech website for more detail: https://abtech.edu/program/office-Management-finance-aas-cost-estimate

Have you applied for Financial aid? Please visit A-B Tech website for instructions: https://abtech.edu/future-students/financial-aid/applying-aid

First Semester (Fall) ACA ACA ACA ACA ACA ACA ACA ACA ACA AC	111 V 110 N 131 K	Course Name Success & Study Skills Vriting and Inquiry Math Measurement & Literacy Seyboarding Office Applications I	Credit Hours  1 3 3 2 3
Second Semester (Spring) 120 120 120 120	130 S 134 T 136 V	rin of Financial Accounting Spreadsheet Ext Entry & Formatting Vord Processing Ext Editing Applications	4 3 3 3 3
Third Semester (Summer) ASA LSO ASA ASA	231 P 132 K 289 O	Payroll Accounting Public Speaking Explored Skill Building Office Admin Capstone General Psychology	2 3 2 3 3
Fourth Semester (Fall)	122 O	rinciples of Management Office Computations ntro to Virtual Office Professional Development	3 3 3 3
Fifth Semester (Spring) 150 AS 150 SIG	1115 C 145 S 153 O	ntroduction to Business Pritical Thinking Social Media for Office Prof Office Finance Solutions Program Totals:	3 3 3 3

### **Diploma and Certificates Available:**

Office Management Diploma (100% Online)
Office Management Certificate (100% Online)

Office Management: Virtual Office Certificate (100% Online)

For more information, please visit:

https://abtech.edu/programs/academic/office-management