

ADMINISTRATIVE OFFICE TECHNOLOGY

BUSINESS TECHNOLOGY

Associate in Applied Science Degree

LENGTH: Four Semesters

PURPOSE: The Associate in Applied Science Degree in Business Technology - Administrative Office Technology is designed to prepare students who wish to pursue careers in administrative areas in business and industry.

AREA I WRITTEN COMPOSITION 3 SH

ENG 101..... English Composition I 3

AREA II HUMANITIES AND FINE ARTS 6 SH

Humanities Elective..... ART, MUS, THR, REL, or PHL..... 3

SPH 107..... Fundamentals of Public Speaking 3

AREA III NATURAL SCIENCES AND MATHEMATICS 9-10 SH

MTH 116 or MTH 100..... Mathematical Applications or Intermediate College Algebra 3

CIS 130 or CIS 149..... Intro to Information Systems/Introduction to Computers 3

MTH or SCI Elective..... Math or Natural Science Elective 3-4

AREA IV HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE 3 SH

Elective ANT, ECO, GEO, HIS, POL, PSY, or SOC 3

AREA V PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES 46 SH

BUS 188..... Personal Development 3

BUS 215..... Business Communications 3

OAD 101..... Beginning Keyboarding 3

OAD 103..... Intermediate Keyboarding..... 3

OAD 125..... Word Processing 3

OAD 127 or BUS 263..... Business Law or The Legal and Social Environment of Business 3

OAD 230..... Computerized Desktop Publishing..... 3

OAD 135..... Financial Record Keeping..... 3

OAD 137..... Computerized Financial Record Keeping..... 3

OAD 138..... Records and Information Management 3

OAD 217..... Office Management 3

OAD 218..... Office Procedures..... 3

OAD 243 or CIS 113..... Spreadsheet Applications or Spreadsheet Software Applications 3

WKO 107 or ORI 101..... Work Place Skills Preparation or Orientation to College 1

Choose two of the following:

OAD 104..... Advanced Keyboarding..... 3

OAD 130..... Electronic Calculations 3

OAD 200..... Machine Transcription 3

OAD 233..... Trends in Office Technology..... 3

OAD 244..... Database Applications 3

OAD 246..... Office Graphics and Presentations..... 3

CIS 117..... Database Management Software Applications 3

CIS 294..... Special Topics..... 3

Total Hours 67-68 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.