

# Office Management & Support Technology

## Program

Office Management

## Degree Type

Associate in Applied Science (AAS)

- Notes: Classes may be taken in any semester if prerequisites are met. \*
- OAD101 and OAD103 may be challenged. \*\*Speech/foreign language courses do not meet this humanities/fine arts requirement

## First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective	3

## Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
PSY 200	GENERAL PSYCHOLOGY	3
	Natural Science Elective (4 Credits)	4

## Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
OAD 218	OFFICE PROCEDURES	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
	SPH 106 or SPH 107	3

## Fourth Term

Item #	Title	Credits
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 233	TRENDS IN OFFICE TECHNOLOGY	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
	Program Elective	3

# Program Elective

Select from one of the following program electives.

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 296	BUSINESS INTERNSHIP	3
<b>Total Credits</b>		<b>61</b>