

OFFICE AND BUSINESS TECHNOLOGY

Associate of Applied Science in Business

Includes intensive study in business subjects and office computer skills, combined with general education courses; prepares students for potential employment as secretaries and office assistants/administrators. This degree requires passing or exempting the Regents' Testing Program and proof of computer literacy.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Electives		ECON 2105, 2106, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	3
Electives		ENGL 1102, 1201; HUMN 1201, MUSC 1100, or THEA 1100	3
MAJOR FIELD COURSES			
BUSA	2106	Environment of Business	3
OADM	1101	Office Accounting Procedures	3
OADM	1102	Intermediate Office Accounting Procedures	3
OADM	1150	Document Processing I	3
OADM	1151	Document Processing II	3
OADM	1220	Office Procedures	3
OADM	1230	Business English	3
OADM	1232	Business Communications	3
OADM	1240	Desktop Publishing	3
OADM	1242	Spreadsheet Applications	3
OADM	1250	Professional Development	3
Elective		ACCT 2101, 2102, ALHT 1110, CAPS 1101, DRFT 1120, MGMT 2201, 2205, OADM 1104, 1214, SPAN 1100	6
PHYSICAL EDUCATION			
PHED		Activity Elective	1
		Total	<u>61</u>