BUSINESS OFFICE TECHNOLOGY (ADMINISTRATIVE ASSISTANT) - ASSOCIATE OF BUSINESS OFFICE TECHNOLOGY

Students must complete all College degree requirements, which include: General Education requirements and elective credits to total at least 60 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Prefix	Title	Credits
General Education		
Choose one course from four of the following six content areas for a total of 12-14 credits [1,2]		12-14
Area I: Communications		
Area II: Mathematics		
Area III: Laboratory Science		
Area IV: Social/Behavioral Sciences		
Area V: Humanities		
Area VI: Creative and Fine Arts		
General Education Elective [2]		3-4
Core Requirements		
Technical Requirements		
ACCT 200	A Survey of Accounting	3
OATS 102	Keyboarding: Document Formatting	3
OATS 105	Business English	3
OATS 106	Business Mathematics	3
OATS 110	Records Management	3
OATS 239	Personal Development	3
or BMGT 201	Work Readiness and Preparation	
OATS 270	Office Administration Technology Capstone	3
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
Additional Business Related Courses		
BLAW 2110	Business Law I	3
BUSA 1110	Intro to Business	3
Major Requirements		
Concentrations Coursework		
OATS 202	Keyboarding Document Production	3
OATS 191	Taking Minutes & Proofreading	3
OECS 280	Desktop Publishing I	3
or FDMA 1120	Desktop Publishing	
OECS 220	Database Application and Design	3
Total Credits		**60-63**

[1]

Each course selected must be from a different area and students cannot take multiple courses in the same area.

[2]

See the General Education section of the catalog for a full list of courses.

A Suggested Plan of Study

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

First Year

Fall		Credits
BUSA 1110	Intro to Business	3
OATS 102	Keyboarding: Document Formatting	3
OATS 106	Business Mathematics	3
GEN Ed Course – One course from Areas I-VI [1,2]		3
GEN Ed Course – One course from Areas I-VI [1,2]		3
	Credits	**15**
Spring		
ACCT 200	A Survey of Accounting	3
OATS 110	Records Management	3
GEN Ed Course – One course from Areas I-VI [1,2]		3-4
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
	Credits	**15-16**
Second Year		
Fall		
OATS 105	Business English	3
GEN Ed Course – One course from Areas I-VI [1,2]		3-4
OATS 239	Personal Development	3
or BMGT 201	or Work Readiness and Preparation	
General Education Elective - Any "G" course [2]		3-4
OECS 280	Desktop Publishing I	3
or FDMA 1120	or Desktop Publishing	
	Credits	**15-17**
Spring		
BLAW 2110	Business Law I	3
OATS 270	Office Administration Technology Capstone	3
OATS 202	Keyboarding Document Production	3
OATS 191	Taking Minutes & Proofreading	3
OECS 220	Database Application and Design	3
	Credits	**15**
	Total Credits	**60-63**

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