

## A.A.S. - Business and Office Technology: Administrative Technology option

The Business and Office Technology program is designed for individuals seeking employment in office positions. The program consists of a core of 24 semester hours of general education courses, and the balance of hours selected from one of the areas of concentration, which include: Administrative Technology, Legal Administrative Technology, and Medical Administrative Technology. The Administrative Technology option is designed for individuals seeking office positions specializing in information processing leading to management and office supervisory positions.

	<b>credit hours</b>
<b>Area I: Written Composition .....</b>	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics .....</b>	<b>9</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
CIS 113 Spreadsheet Software Applications (or ACC149 or OAD 243)...	3
<b>Area IV: History, Social, and Behavioral Sciences .....</b>	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY, or SOC Elective .....	3
<b>Area V: Preprofessional, major, and elective courses .....</b>	<b>42</b>
<i>Required Business and Office Technology core .....</i>	<i>27</i>
OAD 103 Intermediate Keyboarding .....	3
OAD 125 Word Processing (or CIS 111) .....	3
OAD 130 Electronic Calculations .....	3
OAD 138 Records and Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 218 Office Procedures .....	3
OAD 242 Office Internship .....	3
OAD 244 Database Applications (or CIS 117) .....	3
OAD 246 Office Graphics and Presentations (or CIS 115) .....	3
<i>Electives (6 hours in CIS and 9 hours in BUS, MST, or ECO) .....</i>	<i>15</i>
CIS courses .....	6
BUS, ECO, or MST courses .....	9
<b>Additional degree requirements .....</b>	<b>3</b>
**ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total .....</b>	<b>69</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

# A.A.S. - Business and Office Technology: Legal Administrative Technology option

The Legal Administrative Technology option is designed for individuals seeking employment in attorney offices, courthouses, and government positions that specialize in preparing technical documents that are the basis for legal records.

	<b>credit hours</b>
<b>Area I: Written Composition .....</b>	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics .....</b>	<b>9</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
CIS 113 Spreadsheet Software Applications (or ACC 149 or OAD 243) ..	3
<b>Area IV: History, Social, and Behavioral Sciences .....</b>	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY, or SOC Elective.....	3
<b>Area V: Preprofessional, major, and elective courses .....</b>	<b>45</b>
<i>Required Business and Office Technology core .....</i>	<i>30</i>
OAD 103 Intermediate Keyboarding .....	3
OAD 125 Word Processing (or CIS 111) .....	3
OAD 130 Electronic Calculations .....	3
OAD 138 Records and Information Management .....	3
OAD 201 Legal Terminology .....	3
OAD 202 Legal Transcription .....	3
OAD 203 Legal Office Procedures .....	3
OAD 242 Office Internship (Last Semester) .....	3
OAD 244 Database Applications (or CIS 117) .....	3
OAD 246 Office Graphics and Presentations (or CIS 115) .....	3
<i>Electives (6 hours in CIS and 9 hours in BUS, ECO, or MST).....</i>	<i>15</i>
CIS courses .....	6
BUS, ECO, or MST courses .....	9
<b>Additional degree requirements .....</b>	<b>3</b>
**ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total .....</b>	<b>72</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## A.A.S. - Business and Office Technology: Medical Administrative Technology option

The Medical Administrative Technology option is designed for individuals seeking employment in a physician's office, hospital, and medical facilities that specialize in the production of documents that are the basis for medical records.

	<b>credit hours</b>
<b>Area I: Written Composition .....</b>	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics .....</b>	<b>9</b>
CIS 146 Microcomputer Applications .....	3
CIS 113 Spreadsheet Software Applications (or ACC149, or OAD 243) ..	3
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
<b>Area IV: History, Social, and Behavioral Sciences .....</b>	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY, or SOC Elective .....	3
<b>Area V: Preprofessional, major, and elective courses .....</b>	<b>45</b>
<i>Required Business and Office Technology core .....</i>	<i>30</i>
OAD 103 Intermediate Keyboarding .....	3
OAD 125 Word Processing (or CIS 111) .....	3
OAD 130 Electronic Calculations .....	3
OAD 138 Records and Information Management .....	3
OAD 211 Medical Terminology .....	3
OAD 212 Medical Transcription .....	3
OAD 214 Medical Office Procedures .....	3
OAD 242 Office Internship (Last Semester) .....	3
OAD 244 Database Applications (or CIS 117) .....	3
OAD 246 Office Graphics and Presentations (or CIS 115) .....	3
<i>Electives (6 hours in CIS and 9 hours in BUS, ECO, or MST) .....</i>	<i>15</i>
CIS courses .....	6
BUS, ECO, or MST courses .....	9
<b>Additional degree requirements .....</b>	<b>3</b>
**ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total .....</b>	<b>72</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.