

PROGRAM AND AWARD PLANNING FORM

Program: Business Office Management (BMS-CTB-BAT)
Award: Associate in Applied Science Degree
Catalog: 2019-2020

STUDENT NAME_____ **STUDENT NUMBER**_____

Semester/Year	Grade	General Education and Core Requirements	HRS
_____	_____	**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.	
_____	_____	Area I: Written Composition **ENG 101 English Composition I	3 3
_____	_____	Area II: Humanities and Fine Arts Humanities and Fine Arts Elective: Choose one from among: ENG 251 American Literature I ENG 252 American Literature II ENG 261 English Literature I ENG 262 English Literature II ENG 271 World Literature I ENG 272 World Literature II ART 100 Art Appreciation MUS 101 Music Appreciation PHL 106 Introduction to Philosophy PHL 206 Ethics and Society REL 100 History of World Religions REL 151 Survey of the Old Testament REL 152 Survey of the New Testament	3 3
_____	_____	Area III: Natural Sciences and Mathematics A minimum of 3 hours in MTH 116 or MTH 100 or higher is required.	6-7 3
_____	_____	The additional 3-4 hours Of creditable coursework must be taken from the Disciplines of biology, chemistry, physical science, physics, and environmental science.	3-4
_____	_____	Area IV: History, Social and Behavioral Science ECO 231 Principles of Macroeconomics OR ECO 232 Principles of Microeconomics	3
		General Education Core	16-17
_____	_____	Area V: Technical Concentration and Electives CIS 146 Microcomputer Applications	51 3
_____	_____	*OAD 101 Beginning Keyboarding	3

_____	_____	OAD 103 Intermediate Keyboarding	3
_____	_____	OAD 104 Advanced Keyboarding	3
_____	_____	OAD 125 Word Processing	3
_____	_____	*OAD 126 Advanced Word Processing	3
_____	_____	*OAD 130 Electronic Calculations	3
_____	_____	OAD 131 Business English	3
_____	_____	OAD 134 Career and Professional Development	3
_____	_____	OAD 135 Financial Record Keeping	3
_____	_____	OAD 137 Computerized Financial Record Keeping	3
_____	_____	OAD 138 Records/Information Management	3
_____	_____	OAD 211 Medical Terminology	3
_____	_____	OAD 217 Office Management	3
_____	_____	OAD 218 Office Procedures	3
_____	_____	OAD 241 Office Co-Op	3
_____	_____	BUS 215 Business Communications or OAD 133	3

Choose from one of the technical concentrations listed..... 12

Technical Concentration - Business Management and Supervision (BMS)

_____	_____	BUS 275 Principles of Management	3
_____	_____	BUS 279 Small Business Management	3
_____	_____	*BUS 285 Principles of Marketing	3
		Total Concentration Requirements	9

Technical Concentration – Computer Technology (CTB)

_____	_____	CIS 207 Intro to Web Development	3
_____	_____	OAD 233 Trends in Office Technology or	
		OAD 231 Office Application	3
_____	_____	CIS 249 Microcomputer Operating Systems	3
		Total Concentration Requirements	9

Technical Concentration – Accounting Technology (BAT)

_____	_____	BUS 241 Principles of Accounting I	3
_____	_____	BUS 242 Principles of Accounting II	3
_____	_____	ACT 249 Payroll Accounting	3
		Total Concentration Requirements	9

* OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if the student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of the instructor.

**Keyboarding skills are essential for the successful completion of English 101.

_____	Total General Education Core	16
_____	Core Requirements	51
_____	Total Concentration	9
_____	Total Semester Credit Hours	76

Student's Signature

Date

Advisor Signature

Date