Business Office Management

Associate in Applied Science

This degree is designed for students who wish to seek employment upon completing the prescribed curriculum. Students who complete this degree will obtain the skills needed to function in or manage the modern office. Many of the courses in this program will transfer to four-year institutions business programs.

Available: Phil Campbell and Shoals Campuses
Advisors: T. McClinton (5212) mcclinton@nwscc.edu

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

Students must choose from one of the three technical concentrations listed below.

NOTES:

* OAD elective may be substituted for OAD 101 if student has two years of high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.

Program: Office Administration

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy Placement Testing requirements.

Area I: Written Composition

Keyboarding skills are essential to the successful completion of ENG 101.

Item #	Title	Credits
ENG 101	English Composition I	3

Area II: Humanities and Fine Arts

Item #	Title	Credits
	Humanities and Fine Arts Elective	3

Area III: Natural Sciences and Mathematics

A minimum of 3 hours in MTH 116, MTH 100, or higher is required. The additional 3-4 hours of creditable coursework must be taken from the disciplines of biology, chemistry, physical science, physics, and environmental science.

Item #	Title	Credits
	MTH 116, MTH 100 or higher	3
	Natural Science Elective	4

Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	ECO 231 or ECO 232	3

Area V: Technical Concentration and Electives

Item #	Title	Credits
CIS 146	Microcomputer Applications	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
	OAD 133 or BUS 215	3

Technical Concentration: Business Management and Supervision

Item #	Title	Credits
BUS 275	Principles of Management	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3

Technical Concentration: Computer Technology

Item #	Title	Credits
CIS 207	Introduction to Web Development	3
	OAD 233 or OAD 231	3
CIS 249	Microcomputer Operating Systems	3

Technical Concentration: Accounting Technology

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
ACT 249	Payroll Accounting	3
	Minimum Credit Hours for Graduation:	**76**