

# 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@nwsccl.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.

| <b>Item #</b> | <b>Title</b>               | <b>Credits</b> |
|---------------|----------------------------|----------------|
|               | MTH 116, MTH 100 or higher | 3              |
|               | Natural Science Elective   | 4              |

## Area IV: History, Social and Behavioral Science

| <b>Item #</b> | <b>Title</b>       | <b>Credits</b> |
|---------------|--------------------|----------------|
|               | ECO 231 or ECO 232 | 3              |

## Area V: Technical Concentration and Electives

| <b>Item #</b> | <b>Title</b>                          | <b>Credits</b> |
|---------------|---------------------------------------|----------------|
| 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

| <b>Item #</b> | <b>Title</b>              | <b>Credits</b> |
|---------------|---------------------------|----------------|
| BUS 275       | Principles of Management  | 3              |
| BUS 279       | Small Business Management | 3              |
| BUS 285       | Principles of Marketing   | 3              |

## Technical Concentration: Computer Technology

| <b>Item #</b> | <b>Title</b>                    | <b>Credits</b> |
|---------------|---------------------------------|----------------|
| CIS 207       | Introduction to Web Development | 3              |
|               | OAD 233 or OAD 231              | 3              |
| CIS 249       | Microcomputer Operating Systems | 3              |

## Technical Concentration: Accounting Technology

| <b>Item #</b> | <b>Title</b>                                | <b>Credits</b> |
|---------------|---|----------------|
| BUS 241       | Principles of Accounting I                  | 3              |
| BUS 242       | Principles of Accounting II                 | 3              |
| ACT 249       | Payroll Accounting                          | 3              |
|               | <b>Minimum Credit Hours for Graduation:</b> | <b>76</b>      |