



BUSINESS TECHNOLOGY
ADMINISTRATIVE OFFICE TECHNOLOGY
Associate in Applied Science Degree

Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses

Length: Four Semesters

The Associate in Applied Science Degree in Business Technology - Administrative Medical Office Technology is designed to prepare students who wish to pursue careers in administrative areas in medical business and industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

AREA I: Written Composition	3 Total Hours
ENG 101 – English Composition I	3
AREA II: Humanities and Fine Arts	6 Total Hours
Choose one of the following: SPH 106 – Fundamentals of Oral Communication SPH 107 – Fundamentals of Public Speaking	3
Humanities and Fine Arts Elective: Choose one of the following ART 100 – Art Appreciation ART 203 – Art History I ART 204 – Art History II HUM 101 – Introduction to Humanities I HUM 102 – Introduction to Humanities II 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 THR 120 – Theater Appreciation THR 126 – Introduction to Theater	3
AREA III: Natural Sciences and Mathematics	9 – 10 Total Hours
Choose one of the following: CIS 130 – Introduction to Information Systems CIS 149 – Introduction to Computers	3
Choose one of the following: MTH 100 – Intermediate College Algebra MTH 116 – Mathematical Applications	3
Math or Science Elective: Choose one of the following BIO 101 – Introduction to Biology I BIO 102 – Introduction to Biology II BIO 103 – Principles of Biology I CHM 104 – Introduction to Inorganic Chemistry CHM 111 – College Chemistry I CHM 112 – College Chemistry II MTH 100 – Intermediate College Algebra MTH 110 – Finite Mathematics MTH 112 – Precalculus Algebra MTH 113 – Precalculus Trigonometry MTH 115 – Precalculus Algebra and Trigonometry MTH 116 – Mathematical Applications PHS 111 – Physical Science I PHS 112 – Physical Science II PHY 120 – Introduction to Physics PHY 201 – General Physics I with Trigonometry PHY 202 – General Physics II with Trigonometry	3 – 4

AREA IV: History, Social, and Behavioral Sciences		3 Total Hours
Choose one of the following: ECO 231 – Principles of Macroeconomics ECO 232 – Principles of Microeconomics GEO 100 – World Regional Geography HIS 101 – Western Civilization I HIS 102 – Western Civilization II HIS 121 – World History I HIS 122 – World History II HIS 201 – United States History I HIS 202 – United States History II POL 200 – Introduction to Political Science POL 211 – American National Government PSY 200 – General Psychology PSY 210 – Human Growth and Development SOC 200 – Introduction to Sociology SOC 210 – Social Problems		3
AREA V: Pre-Professional, Major, and Elective Courses		46 Total Hours
BUS 188 – Personal Development		3
BUS 215 – Business Communications		3
OAD 101 – Beginning Keyboarding		3
OAD 103 – Intermediate Keyboarding		3
OAD 125 – Word Processing		3
OAD 135 – Financial Record Keeping		3
OAD 137 – Computerized Financial Record Keeping		3
OAD 138 – Records and Information Management		3
OAD 217 – Office Management		3
OAD 218 – Office Procedures		3
OAD 230 – Electronic Publishing		3
OAD 127 – Business Law or BUS 263 – The Legal and Social Environment of Business		3
CIS 113 – Spreadsheet Software Applications or OAD 243 – Spreadsheet Applications		3
ORI 101 – Orientation to College or WKO 107 – Workplace Skills Preparation		1
Office Administration Electives: Choose two of the following BUS 100 – Introduction to Business BUS 105 – Customer Services BUS 146 – Personal Finance BUS 277 – Current Trends in Business OAD 104 – Advanced Keyboarding OAD 130 – Electronic Calculations OAD 200 – Machine Transcription OAD 233 – Trends in Office Technology OAD 242 – Office Internship OAD 244 – Database Concepts OAD 246 – Office Graphics and Presentations		6
Total Hours		67 – 68 SH