

BUSINESS ADMINISTRATION TECHNOLOGY OPTION AREAS (7)
Associate in Applied Science

Accounting Option 33hours

Area	Min. Hours	Courses	
Accounting	21	ACCT 1073 College Accounting (NEW COURSE)	
		ACCT 2173 Financial Accounting	
		ACCT 2183 Managerial Accounting	
		ACCT 2213 Computerized Accounting OR	
		ACCT 2193 Internal Control and Auditing	
		ACCT 2223 Tax Accounting	
		ACCT 2603 Intermediate Accounting I	
		ACCT 2703 Intermediate Accounting II	
		Computer Science 3	CMSC 1233 Spreadsheet Applications
		Economics 6	ECON 2193 Principles of Macroeconomics
ECON 2203 Principles of Microeconomics			
Management 3	MGMT 2103 Occupational/Technical Internship OR		
	MGMT 2143 Business Leadership		

Administrative Assistant Option 33 hours

Area	Min. Hours	Courses
Accounting	6	ACCT 1073 College Accounting (NEW COURSE)
		ACCT 2173 Financial Accounting
Administrative Mgmt. and Tech Business	6	AMT 2153 Word Processing I
		AMT 2303 Desktop Publishing
Business	6	BUS 1353 Business Ethics
		BUS 2163 Business Law
Computer Science	6	CMSC 1233 Spreadsheet Applications
		CMSC 1243 Database Applications
Management	9	MGMT 2033 Principles of Management
		AMT 2163 Administrative Management
		MGMT 2103 Occupational/Technical Internship OR
		MGMT 2143 Business Leadership

International Business Option 33 hours

Area	Min. Hours	Courses
Accounting	9	ACCT 2173 Financial Accounting
		ACCT 2183 Managerial Accounting
		ACCT 2213 Computerized Accounting
Economics	3	ECON 2193 Principles of Macroeconomics
Business	3	BUS 2163 Business Law
Management	12	MGMT 2033 Principles of Management
		MGMT 2463 International Human Resource Management*
		MGMT 2453 International Small Business Management*
		OR
Marketing	3	MGMT 2143 Business Leadership
		MGMT 2103 Occupational/Technical Internship
		MKRT 2423 International Marketing* OR
Computer Science	3	MKRT 2323 Principles of Marketing
		CMSC 1233 Spreadsheet Applications

*This course is offered simultaneously with MRKT 2323 Principles of Marketing, MGMT 2363 Human Resource Management **OR** MGMT 2353 Small Business Management. Course work will focus on international issues.

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Legal Office Professional Option 33 hours

Area	Min. Hours	Courses		
Administrative Mgmt. and Tech	15	AMT	2153	Word Processing I*
		AMT	2163	Administrative Office Management
		AMT	2423	Legal Procedures and Professions
		AMT	2433	Legal Terminology
		AMT	2253	Law Office Technology
BUS	6	BUS	2163	Business Law
		BUS	1353	Business Ethics
Computer Science Management	3	CMSC	1233	Spreadsheet Applications
	3	MGMT	2103	Occupational/Technical Internship OR
SOC	3	MGMT	2143	Business Leadership
		SOC	2173	Sociology of the Family OR
SPCH	3	SOC	2183	Problems in Sociology
		SPCH	2313	Business and Professional Speech OR
		SPCH	2133	Interpersonal Communications

Management Option..... 33 hours

Area	Min. Hours	Courses		
Accounting	9	ACCT	2173	Financial Accounting
		ACCT	2183	Managerial Accounting
		ACCT	2213	Computerized Accounting
Business	6	BUS	1353	Business Ethics
		BUS	2163	Business Law
Computer Science	3	CMSC	1233	Spreadsheet Applications
Economics	6	ECON	2193	Principles of Macroeconomics
		ECON	2203	Principles of Microeconomics
Management	6	MGMT	2033	Principles of Management
		MGMT	2103	Occupational/Technical Internship OR
		MGMT	2143	Business Leadership
Marketing	3	MRKT	2323	Principles of Marketing

Medical Coding and Reimbursement Option 31 hours

Area	Min. Hours	Courses		
Administrative Mgmt. and Tech	15	AMT	1043	Document Formatting* OR
		AMT	2153	Word Processing
		AMT	1313	Medical Procedures Coding** #
		AMT	1323	Medical Diagnostic Coding #
		AMT	2333	Advanced Medical Coding #
		AMT	2353	Medical Insurance Billing #
Allied Health	3	AHS	1123	Medical Terminology
Computer Science	3	CMSC	1233	Spreadsheet Applications OR
		CMSC	1243	Database Applications
Management	6	MGMT	2103	Occupational/Technical Internship OR
		MGMT	2143	Business Leadership
		MGMT	2033	Principles of Management OR
		AMT	2163	Administrative Management
Zoology	4	ZOOL	2134	Anatomy with Lab

#Can only be taken at Canadian Valley Technology Center-El Reno campus

*Prerequisite—AMT 1033 Basic Computer Keyboarding Skills **OR** equivalent.

**Prerequisites—AHS 1123 Medical Terminology

Medical Transcription Option 32 hours

Area	Min. Hours	Courses		
Administrative Mgmt. and Tech	12	AMT	1043	Document Formatting*
		AMT	2153	Word Processing
		AMT	2233	Medical Transcription**

Allied Health	3	AMT	2303	Desktop Publishing
Computer Science	7	AHS	1123	Medical Terminology
		CMSC	1243	Database Applications
		CMSC	1233	Spreadsheet Applications
		CMSC	1251	Windows Operating Systems
Management	6	MGMT	2033	Principles of Management OR
		AMT	2163	Administrative Office Management
		MGMT	2103	Occupational/Technical Internship OR
		MGMT	2143	Business Leadership
Zoology	4	ZOOL	2134	Anatomy with Lab

*Prerequisite—AMT 1033 Basic Computer Keyboarding Skills **OR** equivalent.

**Prerequisites—AHS 1123 Medical Terminology.