

BUSINESS ADMINISTRATION TECHNOLOGY Associate in Applied Science

General Requirements: Total Hours: 63-66 • Minimum GPA: 2.0

Program Description: All Associate in Applied Sciences degrees are designed to prepare students for entry into careers in the various areas of Business Administration: accounting, administrative assistant, international business, management, medical coding and reimbursement and medical transcription.

GENERAL EDUCATION REQUIREMENTS 18 hours

Area	Min. Hours	Courses
Communications	6	ENGL 1113 English Composition I ENGL 1213 English Composition II
Social Science	6	HIST 1483 U.S. History to 1877 OR HIST 1493 U.S. History, 1877 to Present POLS 1113 U.S. Government
Selected General Ed Requirements	6	BISC, BOT, CHEM, ECON, HUM, MATH, MUS, ART, PSY, SOC, SPCH, CMSC, GEG, PHSC

TECHNICAL-OCCUPATIONAL SPECIALTY COURSES 30-33 hours

Select one option from: (Requirements for each option listed on following pages.)

- Accounting
- Administrative Assistant
- International Business
- Legal Office Professional
- Management
- Medical Coding and Reimbursement
- Medical Transcription

Program Core Requirements 15 hours

Area	Min. Hours	Courses
Business/Math	9	BUS 1103 Introduction to Business BUS 2093 Business Communications BUS 1053 Business Math OR MATH 1513 College Algebra
Economics	3	ECON 1353 Personal Finance
Computer Science	3	CMSC 1223 Business Applications Software OR Fulfillment of computer literacy requirement through options listed on Page 41*.

*CMSC 1223 must be completed before enrolling in any Technical/Occupational Specialty Course.

**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
Computer Science	6	BUS	1353	Business Ethics
		BUS	2163	Business Law
Management	9	CMSC	1233	Spreadsheet Applications
		CMSC	1243	Database Applications
		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.

BUSINESS ADMINISTRATION TECHNOLOGY OPTION AREAS (7)
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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
	6	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.