

**Associate of Applied Science
in Business
Option: Office Supervision and Management
Catalog 2011-2012**

Student Name: _____

Student ID: _____

				Taken at PTC	Complete	Incomplete
General Education - 15 Credit Hours						
	ENGL	1311	English Composition I			
	ENGL	1312	English Composition II			
	SPCH	1300	Speech Communication			
	MATH	1302	College Algebra			
			Social Science Elective			
Business and Related Courses - 33 Credit Hours						
	BUS	1233	Document Processing			
	BUS	1243	Business Communications			
	CIS	1103	Computer Concepts			
	BUS	2363	Powerpoint			
	BUS	2603	Introduction to Business			
	ACCT	2310	Principles of Accounting I			
	ACCT	2330	Principles of Accounting II			
	ACCT	2523	Managerial Accounting			
	ECON	2322	Principles of Economics I - Microeconomics			
	ECON	2323	Principles of Economics II - Macroeconomics			
	BUS/CIS		Approved Elective (Must have BUS/CIS prefix)			
Business Courses – 15 Credit Hours						
	BUS	2503	Office Management			
	BUS	2623	Human Resource Management			
	BUS	2633	Legal Environment of Business			
	BUS	2643	Human Relations			
	BUS	2653	Office Supervision/Management Capstone			