

**Associate of Applied Science
in Business
Option: Office Technology
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	1301	College Business Mathematics			
			Social Science Elective			
Business and Related Courses - 46 Credit Hours						
	BUS	1233	Document Processing			
	BUS	1243	Business Communications			
	CIS	1103	Computer Concepts			
	BUS	2603	Introduction to Business			
	BUS	1113	Business Machines/Math Applications			
	BUS	1123	Accounting Fundamentals (may substitute ACCT 2310)			
	BUS	2503	Office Management			
	BUS/CIS	Approved Elective (Must have BUS/CIS prefix)				
	BUS/CIS	Approved Elective (Must have BUS/CIS prefix)				
	BUS	1513	Introduction to Word Processing/Microsoft® Word			
	BUS	2393	Spreadsheet Applications/EXCEL			
	BUS	2403	Desktop Publishing			
	BUS	2414	Advanced Word Processing/Microsoft® Word			
	BUS	2433	Integrated Business Applications			
	BUS	2353	Database Management with Access			