

## Business Technology

### Third Semester

ACC 201	Intermediate Accounting I	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3
		<b>Total 12</b>

### Fourth Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 260	Auditing	3
MAT 120	Probability and Statistics	3
PHI 110	Ethics	3
		<b>Total 15</b>

### Fifth Semester

ACC 203	Intermediate Accounting III	3
ACC 226	Tax Audit and Research	3
ENG 260	Advanced Technical Communications	3
ACC 265	Not-for-Profit Accounting	3
ACC 275	Selected Topics in Accounting	3
		<b>Total 15</b>

### Second Semester

AOT 107	Keyboarding Lab II	1
AOT 134	Office Communications	3
**AOT 137	Office Accounting	3
AOT 265	Office Desktop Publishing	3
CPT 179	Microcomputer Word Processing	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
		<b>Total 16</b>

### Third Semester

AOT 161	Records Management	3
BUS 220	Business Ethics	3
ELE AOT	Select one course from AOT Electives	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		<b>Total 12</b>

### Fourth Semester

AOT 234	Administrative Office Communications	3
AOT 251	Administrative Systems and Procedures	3
<b>or</b>		
AOT 252	Medical Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
		<b>Total 12</b>

### Fifth Semester

AOT 267	Integrated Information Processing	3
CPT 270	Advanced Microcomputer Applications	3
ECO 210	Macroeconomics	3
ELE AOT	Select one course from AOT Electives	3
MGT 110	Office Management	3
		<b>Total 15</b>

## Administrative Office Technology

### Associate in Applied Science

#### Office Administration Career Path

#### Credit Requirements: 71 Semester Credit Hours

The Administrative Office Technology program prepares students for office work in business, industry, medical or legal offices. Students who have successfully completed the Certified Professional Secretaries exam or the Certified Administrative Professional exam may receive semester credit. See the department head for more information.

### Recommended Sequence of Courses

#### First Semester

*AOT 106	Keyboarding Lab I	1
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
<b>or</b>		
MAT 155	Contemporary Mathematics	3
MKT 130	Customer Service Principles	3
		<b>Total 16</b>

### Administrative Office Technology Electives

ACC 150	Payroll Accounting (ACC 101 prerequisite)	3
AOT 212	Medical Document Production	3
BUS 110	Entrepreneurship	3
BUS 112	Service Management Systems	3
BUS 121	Business Law	3
BUS 176	International Marketing	3
BUS 210	Introduction to e-Commerce	3
BUS 250	Introduction to International Business	3
CPT 220	e-Commerce	3
CWE	Cooperative Work Experience	
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4

GER 101	Elementary German I	4
GER 102	Elementary German II	4
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 121	Small Business Operations	3
MGT 150	Fundamentals of Supervision	3
MGT 160	Managerial Motivation	3
MGT 201	Human Resource Management	3
MGT 210	Employee Selection and Retention	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
MKT 110	Retailing	3
MKT 120	Sales Principles	3
MKT 135	Customer Service Techniques	3
MKT 210	Merchandising	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4

*\*Prerequisite of AOT 105 or equivalent*

*\*\*May substitute ACC 101*

## Computer Technology

**Associate in Applied Science**

**Computer Programming Career Path**

**Credit Requirements: 72 Semester Credit Hours**

This program prepares students for employment as programmers.

**Recommended Sequence of Courses**

**First Semester – Fall**

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 232	C++ Programming I	3
ENG 101	English Composition I	3
MAT 109	College Algebra with Modeling	3
<b>or</b>		
MAT 110	College Algebra	3
<b>or</b>		
MAT 120	Probability and Statistics	3

**Total 15**

**Second Semester – Spring**

ACC 101	Accounting Principles I	3
CPT 220	e-Commerce	3
CPT 233	C++ Programming II	3
CPT 242	Database	3
CPT 257	Operating Systems	3

**Total 15**

**Third Semester – Summer**

BUS 101	Introduction to Business	3
CPT 236	Introduction to Java Programming	3
IST 220	Data Communications	3
IST 239	Datum and JavaScript	3

**Total 12**

**Fourth Semester – Fall**

CPT 212	Visual Basic Programming	3
CPT 239	Active Server Pages	3

**or**

CPT 283	PHP Programming I	3
CPT 270	Advanced Microcomputer Applications	3
IST 272	Relational Database	3
MGT 270	Managerial Communication	3

**Total 15**

**Fifth Semester – Spring**

CPT 244	Data Structures	3
CPT 264	Systems and Procedures	3
CPT 288	Computer Game Development	3

**or**

IST 235	Handheld Computer Programming	3
ECO 210	Macroeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3

**Total 15**

## Computer Technology

**Associate in Applied Science**

**Information Systems Specialist Career Path**

**Credit Requirements: 72 Semester Credit Hours**

This program prepares students for careers in a variety of information technology areas. It gives students a foundation in computer hardware, computer applications, computer programming, the Internet and computer networking. Information systems administrators are involved in many different aspects of computer technology and can expect to employ their skills in a variety of ways to assist all computer users in commercial settings. This program also allows students to become independent contractors, working with individuals and small businesses to overcome computer-related problems.