CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

A.A.S. - Business and Office Technology: Administrative Technology option

The business and office technology program is designed for individuals seeking employment in office positions. The program consists of a core of 24 semester hours of general education courses and the balance of hours selected from one of the areas of concentration which include: Administrative Technology, Legal Administrative Technology and Medical Administrative Technology. The Administrative Technology option is designed for individuals seeking office positions specializing in information processing leading to management and office supervisory positions.

		credit hours
Area I: Written Composition		**6**
ENG 101	English Composition I	3
BUS 215	Business Communications (preferred)	3
or ENG102	English Composition II	3
Area II: Humanities and Fine Arts		**6**
SPH 107	Fundamentals of Public Speaking	3
or SPH 106	Fundamentals of Oral Communication	3
*Humanities		3
Area III: Natural Science and Mathematics		**9**
MTH 100	Intermediate College Algebra (or higher level MTH)	3
CIS 146	Microcomputer Applications	3
CIS 113	Spreadsheet Software Applications (or ACC149 or OAD 243)	3
Area IV: History, Social and Behavioral Sciences.		**3**
BUS 189	Human Relationships	3
	or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional Major and Elective courses		**42**
Required Business and Office Technology core		*30*
BUS 241	Accounting I	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing (or CIS 111)	3
OAD 130	Electronic Calculations	3
OAD 138	Records and Information Management	3
OAD 200	Machine Transcription	3
OAD 218	Office Procedures	3
OAD 242	Office Internship	3
OAD 244	Database Applications (or CIS 117)	3
OAD 246	Office Graphics and Presentations (or CIS 115)	3
Electives (6 hours in CIS and 6 hours in BUS, MST or ECO)		**12**
CIS courses		6
BUS, ECO or MST courses.		6
Additional degree requirements		**3**
ORI 105	Orientation and Student Success	3
Total		**69**