


OFFICE INFORMATION

Associate of Applied Business Degree

Course No	Course Title	Credit Hours	Qtrs Offered	Pre-Requisites
FIRST QUARTER (Fall) 15 credits				
OIS 1200A	Computer Basics	2	All	None
BUS 1100A	Business Mathematics	4	All	COMPASS or MTH0097A
BUS 2150A	Legal Environment of Business	5	All	None
MGT 1400A	Introduction to Management	4	All	None
SECOND QUARTER (Winter) 18 credits				
OIS  1240A	Computer Applications I	4	All	OIS1200A or TST ¹
BUS 1010A	Business English Skills	4	W	OIS1240A or concurrent
ECN 2000A	Microeconomics	4	W, Sp	None
MTH  1010A	Business Algebra	2	W	MTH0990A, BUS1100A, or APT ²
BUS 2100A	Ethics	4	W, Sp	None
THIRD QUARTER (Spring) 16 credits				
OIS 1250A	Computer Applications II	4	W, Sp	OIS1240A
OIS 1260A	PowerPoint	2	Sp	OIS1240A
OIS 1500A	WebPage Authoring I	4	Sp	OIS1240A
OIS 2050A	Records & Data Management	2	SP	OIS1250A or concurrent
ENG 1090A	English Composition I	4	All	OIS1240A or concurrent or examination
FOURTH QUARTER (Fall) 19 credits				
ACC 1300A	Financial Accounting I	5	F, W	None
MKT 2030A	Principles of Marketing	4	F, W	OIS1240A or concurrent & ECN2000A or approval
ENG  1100A	English Composition II	2	All	ENG1090A
MGT 1430A	Customer Relationship Management	2	F	None
OIS 0000	OIS Technical Elective	4	F	See specific course listings
BUS 2890A	Cooperative Education Preparation	2	F, Sp	ENG1090A & 32 cr hrs of coursework
FIFTH QUARTER (Winter) 20 credits				
OIS 1270A	Electronic Management	2	W	OIS1240A
ENG 1140A	Business Communications	4	F, W, Sp	ENG1110A
MGT 2400B	Workforce Development & Training	4	W	OIS1240A
MGT  2510A	Project Management	4	W	OIS1240A & MGT1400A
OIS 0000	OIS Technical Elective	4	W	See specific course listings
BUS 2900A	Cooperative Education Experience	2	All	BUS2890A
SIXTH QUARTER (Spring) 16 credits				
OIS 1320A	Word Advanced	2	Sp	OIS1250A
OIS 1340A	Excel Advanced	2	Sp	OIS1250A
OIS  2220A	Office Technology Capstone	4	Sp	Dept approval
ENG  1160A	Oral Communications	4	All	None
OIS 0000	OIS Technical Elective	4	W	See specific course listings
Credit Hour Total		104		

¹ TST = Technology Skills Test

² APT = Algebra Placement Test

 CGC's: **Com-1**=ENG1100A; **Com-2**=ENG1160A; **Math**=MTH1010A; **IP**=OIS2220A; **PSDM**=MGT2510A; **IT**=OIS1240A.