

# Office Management

## Associate in Applied Science

### First Year

ACCT 200 .....	3
ACCT 201 .....	3
BOTE 131 and BOTE 132 .....	2
BOTE 147 .....	3
BOTE 152 .....	3
BOTE 214 .....	3
BOTE 217 .....	3
CSCI 101 .....	3
ENGL 110.....	3
MATH/SCNC/CIS Electives .....	3
Electives.....	3

### Second Year

ACCT 207, ACCT 212, ACCT 231, BOTE 188, or CIS 105 .....	4-6
ACCT 215 .....	3
BOTE 275 .....	3
BADM 202 or 280, BOTE 209 .....	3
BOTE 231 .....	1
BOTE 232 or COOP 197 .....	1
PSYC 111 or SOC 110.....	3
Humanities/Social Science Electives .....	3
HPER Electives .....	2