

2009-10 MODEL SCHEDULE

Office Management and Technology--Administrative Office Management (A.A.S.)--111G

FALL 1st YEAR				credits	SPRING 1st YEAR				credits
ACCT	2201	<i>Principles of Accounting I</i>		3	BUSN	2210	<i>Human Relations in Business</i>	*	3
BUSN	1102	<i>Intro. to Business</i>		3	ENGL	1109	<i>Technical Report Writing</i>	*	3
BUSN	1141	<i>Business Mathematics</i>	*	3	FINC	2230	<i>Financial Literacy</i>		3
ENGL	1104	<i>Written English I</i>	*	3	PSYC	1101	<i>Intro. to Psychology</i>		3
INFO	1100	<i>Computer Concepts & Appls.</i>		3	COMM	2200	<i>Intro. to Human Communication</i>		3
					BUSN	TECH	<i>Elective (See list below)</i>		3
TOTAL:				15	TOTAL:				18
FALL 2nd YEAR				credits	SPRING 2nd YEAR				credits
BUSN	2251	<i>Corporate Communications</i>	* wi	3	INFO	2220	<i>Spreadsheet Design</i>		3
OFAD	2232	<i>Word Processing Applications</i>	* Fa	3	OFAD	2233	<i>Database Applications</i>	Sp	3
MGMT	2214	<i>Office Management</i>		3	OFAD	2241	<i>Workplace Productivity</i>	* Sp	3
OFAD	2240	<i>Administrative Office Procedures</i>	* Fa	3	OFAD	2242	<i>Prof. Internship & Portfolio Dev.</i>	!	3
OFAD	2250	<i>Desktop Publishing</i>		3	BUSN	TECH	<i>Elective (See list below)</i>		3
BUSN	TECH	<i>Elective (See list below)</i>		3					
TOTAL:				18	TOTAL:				15

TOTAL: 66

This model schedule is designed to be used in conjunction with the 2009-10 Fairmont State University/Pierpont Community & Technical College catalog:

- * Refer to course descriptions for prerequisite details
- wi Writing intensive course
- Fa Offered Fall semester only
- Sp Offered Spring semester only
- ! Approval required by course instructor

Choose from the following BUSN TECH electives:

- | | |
|-----------|---|
| ACCT 2202 | Principles of Accounting II |
| OFAD 2248 | Business Essentials |
| INFO 2200 | Fundamentals of Information Systems |
| INFO 2225 | Fundamentals of Web Design |
| OFAD 2245 | Microsoft Office Specialist Certification Preparation--Spring semester only |
| Elective | (Advisor approval required) |

LEGEND:

^	See catalog or program requirements for further details
*	Offered fall semester only
**	Offered spring semester only
c	Classes to be taken concurrently
#	Must have senior standing to enroll
##	Must have junior or senior standing to enroll
m	Major restriction
+	See catalog for additional prerequisites
a	Advisor approval needed
PPST	PPST must be successfully completed to enroll
/	or
~	First semester second field option is foreign language
>	Even-numbered fall semesters only
<	Odd-numbered spring semesters only

L.S. Art.	Liberal Studies--Artistic/Creative/Interdisciplinary elective
L.S. Civ.	Liberal Studies--Culture/Civilization Exploration elective
L.S. Hum.	Liberal Studies--Society/Human Interaction elective
L.S. Science	Liberal Studies--Scientific Discovery elective
L.S. Math	Liberal Studies--College-level Math elective
L.S. FYE	First-Year Experience course