

BUSINESS ADMINISTRATION, OFFICE MANAGEMENT CONCENTRATION, A.A.S. - OMG3

Graduation Plan

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120 or MAT 122	Probability and Statistics or Finite College Mathematics	3
MGT 101	Principles of Management	3
Hours		15

Spring Semester

ACC 101	Accounting Principles I	3
ENG 102	English Composition II	3
IST 281	Presentation Graphics	3
MGT 150	Fundamentals of Supervision	3
MKT 101	Marketing	3
Hours		15

Summer Semester

AOT 165	Information Processing Software	3
ACC 102	Accounting Principles II	3
Hours		6

Second Year

Fall Semester

ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		12

Spring Semester

ACC 150	Payroll Accounting	3
CPT 274	Advanced Microcomputer Spreadsheets	3
MGT 120	Small Business Management	3
MGT 240	Management Decision Making	3
Hours		12
Total Hours		60

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
Hours		15

Summer Semester

ACC 101	Accounting Principles I	3
ENG 102	English Composition II	3
IST 281	Presentation Graphics	3
Hours		9

Fall Semester

ACC 102	Accounting Principles II	3
AOT 165	Information Processing Software	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
MGT 150	Fundamentals of Supervision	3
MKT 101	Marketing	3
Hours		15

Second Year

Spring Semester

ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
CPT 274	Advanced Microcomputer Spreadsheets	3
MGT 120	Small Business Management	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Summer Semester

ACC 150	Payroll Accounting	3
MGT 240	Management Decision Making	3
Hours		6
Total Hours		60

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
MAT 120 or MAT 122	Probability and Statistics or Finite College Mathematics	3
Hours		9
Fall Semester		
ACC 101	Accounting Principles I	3



BUS 121	Business Law I	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
MGT 101	Principles of Management	3
Hours		15
Spring Semester		
ACC 102	Accounting Principles II	3
AOT 165	Information Processing Software	3
ENG 102	English Composition II	3
MGT 150	Fundamentals of Supervision	3
MKT 101	Marketing	3
Hours		15
Second Year		
Summer Semester		
ACC 124	Individual Tax Procedures	3
IST 281	Presentation Graphics	3
Hours		6
Fall Semester		
ACC 150	Payroll Accounting	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
MGT 120	Small Business Management	3
MGT 240	Management Decision Making	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15
Total Hours		60