

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

Requirements

Courses	Course Title	Credit Hours
General Education Courses		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ECO 210 or ECO 211	Macroeconomics Microeconomics	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
MAT 120 or MAT 122	Probability and Statistics Finite College Mathematics	3
Subtotal		15
Required Core Subject Areas		
ACC 101	Accounting Principles I	3
BUS 121	Business Law I	3
CPT 101	Introduction to Computers	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
Subtotal		15
Courses Required for Graduation		
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
ACC 150	Payroll Accounting	3
AOT 165	Information Processing Software	3
BUS 101	Introduction to Business	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 240	Management Decision Making	3
Subtotal		30
Total Hours		60