AS Business – Office Administration Option

PHILOSOPHY:

The Office Administration Option is designed to meet the educational and training needs of the Rocky Boy community by preparing students for employment or to transfer to a four-year institution to further their education. Completion of the program will increase the student's interest and proficiency in general business while fostering personal development through the learning of basic skills and human values. Tribal as well as non-tribal views will be presented to provide students with a challenging course of study.

EXPECTED LEARNER OUTCOMES:

Students will:

1. Demonstrate appropriate level knowledge of basic business principles.
2. Apply basic generally accepted accounting principles (GAAP).
3. Apply basic computerized accounting skills.
5. Demonstrate application of fundamental business math skills.
6. Demonstrate fundamental skills in written business communications.
7. Demonstrate the ability to apply professional office procedures.
8. Demonstrate the appropriate level technological skills used in the business environment.

COURSE REQUIREMENTS:

Students will complete the GENERAL EDUCATION and the PROFESSIONAL CORE degree requirements as outlined in the appropriate sections with these specific courses required for completion of General Education.

GENERAL EDUCATION	**34 CREDITS**
General Education Mathematics: M 121: College Algebra (3 credits) or BUS 110: Business Math (3 credits)	
PROFESSIONAL CORE	**27 CREDITS**
ACTG 201: Principles of Financial Accounting (3 credits)	
ACTG 205: Computerized Accounting I (3 credits)	
BUS 100: Intro to Business (3 credits)	
BUS 120: Business Communications (3 credits)	
BUS 290: Business Capstone (3 credits)	
CAPP 151: MS Office (3 credits)	
OFAD 212: Records Management (3 credits)	
OFAD 215: Professional Office Procedures (3 credits)	
Electives* (3 credits)	
TOTAL CREDIT REQUIREMENTS	**61 CREDITS**

*Electives select from the following list of courses:
BUS 170: Intro to Management (3 credits)
BUS 210: Business Law (3 credits)
CAPP 266: Microsoft Excel (3 credits)
CAPP 158: Microsoft Access (3 credits)
CSCI 185: Web Development (3 credits)
OFAD 210: Calculator Calculations for Business (3 credits)