

Business Technologies A.A.S.

Program Description

In today's increasingly technical and competitive environment, our degree will provide students with a solid management background and the technology know-how to be successful. This degree facilitates a balance between technology training and leadership skills needed to allow the student to be globally competitive.

Employment Information

The business technologies degree program at OSU-Oklahoma City will provide students with the opportunity to explore day-to-day issues and master the principles involved in management in the age of technology. The degree is a blend of technology and management coursework, and is designed to equip the student with the knowledge and practical skills needed to turn technology into a strategic advantage. The business and management courses in this program contain technology components.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Division Advisor
 Business Technologies Division
 Business Technology Building
 Room 300
 900 N. Portland Avenue
 Oklahoma City, OK 73107
 (405) 945-3282
 busnesstech@osuokc.edu

Technical Occupational Specialty

<input type="checkbox"/>	ACCT	2103	Financial Accounting
<input type="checkbox"/>	BUS	2113	Business Communication
<input type="checkbox"/>	CIS	1123	Programming Fundamentals
<input type="checkbox"/>	CIS	2263	Spreadsheet Applications
<input type="checkbox"/>	CIS	2363	Database Design
<input type="checkbox"/>	MGMT	2103	Principles of Management
<input type="checkbox"/>	MGMT	2213	Human Resource Management
<input type="checkbox"/>	MKT	2273	Principles of Marketing

Select 3 credit hours from the following:

<input type="checkbox"/>	CIS	1103	Fundamentals of Computers w/Apps
<input type="checkbox"/>	CIS	1113	Computer Concepts w/Apps
<input type="checkbox"/>	ITD	1323	Internet Fundamentals

Support and Related Courses

<input type="checkbox"/>	TCOM	1523	Electronic Commerce
or			
<input type="checkbox"/>	BUS	1543	Electronic Commerce
<input type="checkbox"/>	ITD	2523	LAN Fundamentals
<input type="checkbox"/>	MGMT	2143	Leadership
<input type="checkbox"/>	TCOM	2113	Business Technical Writing
or			
<input type="checkbox"/>	TCOM	1333	Desktop Publishing I (Advisor Approval Required)

General Education Requirements

<input type="checkbox"/>	ENGL	1113	English Composition I
<input type="checkbox"/>	ENGL	1213	English Composition II
<input type="checkbox"/>	HIST	1483	U.S. History to 1865
or			
<input type="checkbox"/>	HIST	1493	U.S. History Since 1865
<input type="checkbox"/>	MATH	1413	General College Math
or			
<input type="checkbox"/>	MATH	1513	College Algebra
<input type="checkbox"/>	POL	1113	American Government
<input type="checkbox"/>	SPCH	1113	Intro to Speech Communications

Select 6 credit hours from the following:

<input type="checkbox"/>	PSYC	1113	Introductory Psychology
<input type="checkbox"/>	SOC	1113	Introductory Sociology
<input type="checkbox"/>	Science	6 credit hours (one must be a lab)	

Total to Graduate

27 Credit Hours

Date	Institution

12 Credit Hours

24 Credit Hours

63 Credit Hours

Student Name: _____
CWID: _____
Counselor: _____

ACCT 2103 FINANCIAL ACCOUNTING

Covers the accounting process and principles of accrual accounting. The study of financial statements and the information required for their preparation.

BUS 1543 ELECTRONIC COMMERCE

Understanding e-commerce (electronic commerce) is essential for success in today's economy. This course explores both sides of business on the Internet from the viewpoint of the consumer and of a business. Prerequisites: CIS 1103 or CIS 1113 or TCOM 1323. (Same as TCOM 1523.)

BUS 2113 BUSINESS COMMUNICATIONS

Includes effective communication strategy, effective report presentation (both written and oral), effective summarizing skills and analytical reasoning skills. Focuses on the dynamics, qualities, functions and methods of administrative communication; problems and practices of preparing effective material. Prerequisite: ENGL 1113.

CIS 1103 FUNDAMENTALS OF COMPUTERS WITH APPLICATIONS

This course is designed to provide students with an introduction to the fundamentals of computers and their applications in business. Topics include: computer evolution, information processing, computer functions, information systems, program development process, microcomputer systems and applications, data communication, transaction processing and future trends. Theory and hands on computer instruction. This introductory course is intended for students with existing computer skills. Prerequisites: placement test or CIS 1003.

***CIS 1113 COMPUTER CONCEPTS WITH APPLICATIONS**

Provides students with an introduction to concepts and applications of the personal computer in business. Topics include spreadsheets, databases, word processing, ethics, vocabulary, Internet skills and file system management. Theory and hands on computer instruction is included. Prerequisite: READ 0033 or [R].

CIS 1123 PROGRAMMING FUNDAMENTALS

Designed for both computer science majors and non-majors to give fundamental knowledge of computer programming concepts. Students will learn accepted programming concepts and style. This course involves logic, pseudo-code, flow charts, statement sequencing, conditional statements, loop structures and input/output. Prerequisite: Basic computer knowledge.

***CIS 2263 SPREADSHEET APPLICATION**

An in-depth study of the use and theoretical concepts of an integrated microcomputer software spreadsheet application. Hands on instruction involves individual aspects of computerized spreadsheets, as well as the integration of all spreadsheet components. Prerequisites: CIS 1103 or CIS 1113.

***CIS 2363 DATABASE DESIGN**

Provides students with basic knowledge of database planning, design and implementation. Exercises will take the student through database planning, design and construction, implementation and maintenance. Prerequisite: CIS 1113.

***ITD 1323 INTERNET FUNDAMENTALS**

Introduction to the worldwide computer network. Course uses a hands-on approach to teach students the history and capabilities of the Internet. Students learn the resources available via the World Wide Web and searching capabilities. Prerequisites: placement test or CIS 1003.

***ITD 2523 LAN FUNDAMENTALS**

Course is designed to provide the students with basic knowledge of computer networks. Students will learn the types and methodology of networks. Exercises will involve hands-on use of computer networks. Prerequisite: CIS 1003 or CIS 1113 or CIS 1103.

MGMT 2103 PRINCIPLES OF MANAGEMENT

An introductory course presenting the basic concepts and practices of management, both private and public. Topics include historical development of management; basic definitions and philosophy; fundamentals managerial functions, including planning, organizing, staffing, directing and controlling; current trends in management; possible future developments in organization and administration.

MGMT 2143 LEADERSHIP

A study of organizations and the effective use of power and authority to motivate, lead and influence people. Course discusses the historical view of leadership, situational leadership, influence of organizational climate on leadership styles and current and future trends affecting leadership. Prerequisite: MGMT 2103.

MGMT 2213 HUMAN RESOURCES MANAGEMENT

Focuses on developing students' understanding of human resource issues and the practical application of methods for solving these issues. Topics covered include job analysis, recruitment, interviewing, selection, performance appraisal, training, compensation and equal employment opportunity. Issues are reviewed within the context of the historical and current social environment, labor market, legal and global economic conditions influencing practice. Prerequisite: MGMT 2103.

MKT 2273 PRINCIPLES OF MARKETING

Focuses on the relationship between the organization and its customers and the other members of the channel of distribution. Introduces students to the marketing function of an organization, the environmental factors influencing marketing decisions, the discovery of market opportunities, the development of marketing strategy and the development of marketing programs.

***TCOM 1333 DESKTOP PUBLISHING I**

Overview of desktop publishing, where an individual (through the proper equipment and software), can manipulate existing material or prepare new materials for printing. Course will concentrate on basic layout and design and practical applications of word processing, graphics and pagination programs important to creating attractive and effective documents at a lower cost than traditional printing methods.

***TCOM 2113 BUSINESS/TECHNICAL WRITING**

Basic composition principles which will equip students in various disciplines to write clear technical expository prose, including reports, memorandums, proposals, brochures and other technical communication formats, design for specific audiences in each specific professional area.