



**MIAMI
HAMILTON &
MIDDLETOWN**

Miami University
Business Technology
Hamilton (513) 785-7706
Middletown (513) 727-3271
www.muohio.edu/bte

Business Software Technology Associate of Applied Business (66 semester hours)

Office Management Technology prepares students for administrative support positions in companies, service organizations, or governmental agencies. As technology permeates organizations, individuals increasingly perform their own support functions. Thus, traditional support positions are being rapidly transformed into higher-level positions. By combining management and technical courses, students can develop the management skills and technical expertise necessary to manage modern office operations. Interpersonal, communication, managerial and computer skills are emphasized.

Please note this is a guideline only; your DARS is the official program record

Core Program Requirements:

BTE 101 Introduction to Accounting (3)
BTE 105 Introduction to Marketing (3)
BTE 106 Introduction to Bus. & the Economy (3)
BTE 108 Introduction to Business Law (3)
BTE 109 Quantative Business Methods (3)
BTE 111 Introduction to Management (3)
BTE 113 Management and Supervisory Skills (3)
BTE 181 Computers & Business (3)
BTE 203 Computerized Accounting (3)
BTE 282 Computer Based Business Analysis (3)

ENG 215 Technical Writing (3)
MTH 101 Introduction to Elementary Algebra (3)
MPF I ENG 111 College Composition (3)
MPF II COM 135 or 136 (3)
MPF III or IV or V; 2 courses from 2 areas; (6)
CSA 151 recommended for MPF V

Specialized Courses:

BTE 281 Business Communication Software (3)
BTE 284 Tech. for Knowledge Workers (3)
BTE 285 Business Information Mgt.(3)
BTE 286 Business and the Internet (3)

BTE approved electives *

* Six credit hours of career related electives are required. Select from BTE courses not required for this major, as well as ECO 201 or ECO 202. Other electives are possible with the approval of BTE faculty adviser.

BTE courses do not satisfy any Bachelor degree in business course requirements and a maximum of 12 credit hours of BTE may be applied.

*Program and course content are subject to change. This listing was current at the time of its printing and is intended for general informational purposes only. **It should not be relied on to represent your specific requirements.** Generally, you are bound by program requirements that existed at the time you first started at Miami University unless you elect to meet newer requirements. The Degree Audit Report System (DARS) produces an individualized report, which indicates your progress in meeting your specific program requirements. You may obtain a copy from the Records Office or from BannerWeb.*

Please be sure to consult an adviser in the Business Technology Department regularly, and before starting your program.

(Revised May 22, 2008)