

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

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

Office Management Technology

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. **The Associate of Applied Business degree requires 66 credits.**

- ENG 111 College Composition (MPF I).....(3)
- COM 135 Public Expression and Critical Inquiry **OR**
- COM 136 Interpersonal Communication (MPF II).....(3)
- Any MPF III course (see 2006-2008 Miami Bulletin)(3)
- MTH 101 Introduction to Elementary Algebra (3)**OR**
- a higher-level math course(3)
- BTE 101 Introduction to Accounting I.....(3)
- BTE 111 Introduction to Management.....(3)
- BTE 181 Computers and Business(3)
- BTE 281 Word Processing.....(3)
- ENG 215 Technical Writing.....(3)
- BTE 203 Computerized Accounting.....(3)
- BTE 282 Computer-Based Business Analysis.....(3)
- MPF IV or V (CSA 151 Computers, Computer Science & Society recommended).....(3)
- Select **THREE** from the following:.....(9)
 - BTE 102 Introduction to Accounting II (3)
 - BTE 103 Introduction to Finance (3)
 - BTE 105 Introduction to Marketing (3)
 - BTE 106 Introduction to Business & the Economy (3)
 - BTE 108 Introduction to Business Law (3)
 - BTE 109 Quantitative Business Methods (3)
- Select **TWO** from the following:(6)
 - BTE 112 Human Resources Management (3)
 - BTE 128 Office Management (3)
 - BTE 207 Management Planning & Control (3)
 - BTE 225 Office Problems (3)
 - BTE 227 Records and Information Management (3)
 - BTE 241 Management Business Operations (3)
 - BTE 242 Small Business Management (3)
 - BTE 243 (or BTE 113) Management-Worker Relations (3)
- Select **THREE** from the following:.....(9)
 - BTE 248 Advanced Technical Information Applications (3)
 - BTE 283 Desktop Publishing (3)
 - BTE 284 Technology for Knowledge Workers (3)
 - BTE 285 Business Information Management (3)
 - BTE 286 Business and the Internet (3)
- Specialized-related electives (BTE or selected other career-related courses;
 must be approved by BTE departmental advisor).....(6)

*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, room 112 Mosler Hall, Hamilton or room 114 Johnston Hall, Middletown or from the Web at <http://mymiami.muohio.edu> click on "BannerWeb," "Student Services," "Student Records," "DARS."*

Please be sure to consult an advisor in the Business Technology Department regularly, and before starting your program (Revised 2/27/07)