

BSTM - Administrative Office Systems

Bachelor of Science Technical Management

General Education - 40 credit hours required (21 credits in specific coursework, 19 credits to select)		Cr. Hrs.	Prerequisite	CLC Course
CARD-405	Career Development	2	Upper Term Status	Must be taken at DeVry
ENGL-135	Advanced Composition (<i>Alternative: ENGL-216 or 219</i>)	4	ENGL 112	ENG 122 or 226
HUMN-432	Technology, Society and Culture	3	ENGL-135	Must be taken at DeVry
MATH-114	Algebra for College Students	4	Placement	MTH 122
MATH-221	Statistics for Decision Making	4	MATH-114	MTH 222
Science Course	A science course with a lab	4	MATH-114	BIO 120 or ESC 140
	The remaining 19 semester-credit hours are selected from courses with prefixes ENGL, ECON, HUMN, LAWS, POLI, PSYC and SOCS.	6		PSY 225, SOC 222, SOC 224, SOC 225, Upper Division
ENGL-112	English Composition	4	Placement	ENG 121
SPCH 275	Fundamentals of Speech	3	ENGL 112	CMM 121
PSYC 110	Introduction to Psychology	3	None	PSY 121
	Humanities or Fine Arts Elective	3		XXX XXX (Elective)

Business, Mangement & Technology Courses - 27 credit hours required (19 credits in specific coursework, 8 credits to select)		Cr. Hrs.	Prerequisite	
BIS-155	Data Analysis with Spreadsheets with Lab	3	COMP-100	CIT 111
BUSN-115	Introduction to Business & Technology	3	None	BUS 121
COMP-100	Computer Applications for Business with Lab	2	None	AOS 112
MGMT-303	Principles of Management	3	BUSN-115	BUS 223
MGMT-404	Project Management	4	BUSN-115	
	One of: BUSN 412, BUSDN 420, BUSN 427, MGMT 340 or MGMT 410.	4		
	The remaining 8 semester-credit hours must be selected from the Business Administration program's business core (excluding ECON) or major/concentration areas.	4		Upper Division
ACCT 212	Financial Accounting	4		ACC 121

Technical Specialty (30 credit hours required)		Cr. Hrs.	Prerequisite	
	Comprehensive Word Processing	3		AOS 113
	Machine Transcription	3		AOS 117
	Advanced Word Processing/Desktop Publishing	3		AOS 118
	Records Management	3		AOS 119
	Intermediate Keyboarding	3		AOS 178
	Administrative Office Procedures	3		AOS 214
	Presentation Software	3		AOS 215
	Integrated Office Projects	3		AOS 216
	Advanced Keyboarding or Elective	3		AOS 223 or elective
BUSN-460	Senior Project	3	Dean's Permission	Must be taken at DeVry

Electives and Support Coursework (25 credits required)		Cr. Hrs.	Prerequisite	
	Business Mathematics	3		AOS 122
	Business English	3		AOS 172
	Business Communcations	3		AOS 111
	Elective	3		AOS XXX (Elective)
	Electives	13		Upper Division
All elective choices at DeVry must be upper division courses - a total of 42 credit hours are needed to graduate				CLC BSTM 5.09