



Business Office Administration Associate of Applied Science 2021-2022

		SEMESTER 1	
	<small>NOTIFICATION</small>		
BUSE 1050		Business Correspondence	3 Credits
CPTR 1005		Computer Literacy and Applications	3 Credits
CSRV 1000		Customer Service	3 Credits
KYBD 1200		Keyboarding	3 Credits
ORNT 1000		Freshman Seminar	1 Credit
OSYS 1100		Records Management	3 Credits
		TOTAL SEMESTER CREDITS	16
		SEMESTER 2	
ACCT 1100		Principles of Accounting Part I	3 Credits
BUSM 1050		Business Math	3 Credits
CPTR 1320		Spreadsheets	3 Credits
CPTR 1700		Presentation and Publishing	3 Credits
ISYS 1440		Word Processing	3 Credits
		Certificate of Technical Studies: Office Assistant Specialist	
		TOTAL SEMESTER CREDITS	15
		SEMESTER 3	
ACCT 1200		Principles of Accounting Part II	3 Credits
BUSI 1000		Business Law	3 Credits
CPTR 1310		Database Management	3 Credits
JOBS 2540		Job Seeking Skills	2 Credits
OSYS 2530		Office Procedures	3 Credits
		Technical Diploma: Business Office Technology	
		TOTAL SEMESTER CREDITS	14
		SEMESTER 4	
ENGL 1010		Rhetoric & Composition	3 Credits
MATH 1105		College Algebra	3 Credits
Humanities - Choose from General Education Courses: History (HIST); English (ENGL 2XXX) except ENGL 2045 and 2070; or Communications (CMCN) except CMCN 1170, 1270, and 2145.		List Course:	3 Credits
Natural/Physical Science - Choose from General Education Courses: Biology (BIOL), Chemistry (CHEM), Environmental Science (ENSC), Geology (GEOL), Physical Science (PHSC), or Physics (PHYS).		List Course:	3 Credits
Social/Behavioral Science - Choose from General Education Courses: Anthropology (ANTH), Criminal Justice (CJUS), Economics (ECON), Geography (GEOG), Political Science (POLI), Psychology (PSYC), or Sociology (SOCL).		List Course:	3 Credits
		TOTAL SEMESTER CREDITS	15
		Associate of Applied Science: Business Office Administration	
		TOTAL DEGREE CREDITS	60

A grade of "C" or higher is required in all courses.

DEGREE NOTES.



Notification – Complete this course as soon as possible to stay on track for graduation.

This degree plan is an academic planning resource. The applicable edition of the college catalog is the official source for all degree requirements. The college reserves the right to change, modify, or alter this resource without notice. The college strongly encourages students to consult their advisors for questions regarding degree completion. OAA 05/21