



Business Office Technology Technical Diploma 2021-2022

		SEMESTER I	
	NOTIFICATION		
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	15
		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 2450		Job Seeking Skills	2 Credits
OSYS 2530		Office Procedures	3 Credits
		TOTAL SEMESTER CREDITS	14
		Technical Diploma: Business Office Technology	45
		TOTAL DEGREE CREDITS	45

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



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

DEGREE NOTES

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