



## Business Office Technology Technical Diploma 2022-2023

		<b>SEMESTER 1</b>	
	NOTIFICATION		
<b>BUSE 1050</b>		Business Correspondence	3 Credits
<b>CPTR 1005</b>		Computer Literacy and Applications	3 Credits
<b>CSRV 1000</b>		Customer Service	3 Credits
<b>KYBD 1200</b>		Keyboarding	3 Credits
<b>ORNT 1000</b>		Freshman Seminar	1 Credit
<b>OSYS 1100</b>		Records Management	3 Credits
<b>TOTAL SEMESTER CREDITS</b>			<b>16</b>
		<b>SEMESTER 2</b>	
<b>ACCT 1100</b>		Principles of Accounting Part I	3 Credits
<b>BUSM 1050</b>		Business Math	3 Credits
<b>CPTR 1320</b>		Spreadsheets	3 Credits
<b>CPTR 1700</b>		Presentation and Publishing	3 Credits
<b>ISYS 1440</b>		Word Processing	3 Credits
Certificate of Technical Studies: Office Assistant Specialist <b>TOTAL SEMESTER CREDITS</b>			<b>15</b>
		<b>SEMESTER 3</b>	
<b>ACCT 1200</b>		Principles of Accounting Part II	3 Credits
<b>BUSI 1000</b>		Business Law	3 Credits
<b>CPTR 1310</b>		Database Management	3 Credits
<b>JOBS 2450</b>		Job Seeking Skills	2 Credits
<b>OSYS 2530</b>		Office Procedures	3 Credits
<b>TOTAL SEMESTER CREDITS</b>			<b>14</b>
Technical Diploma: Business Office Technology <b>TOTAL DEGREE CREDITS</b>			<b>45</b>

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. OAA3/23