








**Business Office Administration
Associate of Applied Science
2023-2024**

		SEMESTER 1	
	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 2540		Job Seeking Skills	2 Credits
OSYS 2530		Office Procedures	3 Credits
		Technical Diploma: Business Office Technology	14
		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 (SOCI).		List Course:	3 Credits
		TOTAL SEMESTER CREDITS	15
		Associate of Applied Science: Business Office Administration	60
		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.