

SEMESTER 1				
ORNT 1000	Freshman Seminar	1 Credit	Semester Taken:	Grade Earned:
CPTR 1005	Computer Literacy and Applications	3 Credits	Semester Taken:	Grade Earned:
CSRV 1000	Customer Service	3 Credits	Semester Taken:	Grade Earned:
BUSE 1050	Business Correspondence	3 Credits	Semester Taken:	Grade Earned:
KYBD 1200	Keyboarding	3 Credits	Semester Taken:	Grade Earned:
OSYS 1100	Records Management	3 Credits	Semester Taken:	Grade Earned:
TOTAL SEMESTER CREDITS		16		
SEMESTER 2				
ACCT 1100	Principles of Accounting Part I	3 Credits	Semester Taken:	Grade Earned:
BUSM 1050	Business Math	3 Credits	Semester Taken:	Grade Earned:
ISYS 1440	Word Processing	3 Credits	Semester Taken:	Grade Earned:
CPTR 1700	Presentation and Publishing	3 Credits	Semester Taken:	Grade Earned:
CPTR 1320	Spreadsheets	3 Credits	Semester Taken:	Grade Earned:
CTS: Office Assistant Specialist TOTAL SEMESTER CREDITS		15		
SEMESTER 3				
CPTR 1310	Database Management	3 Credits	Semester Taken:	Grade Earned:
BUSI 1000	Business Law	3 Credits	Semester Taken:	Grade Earned:
OSYS 2530	Office Procedures	3 Credits	Semester Taken:	Grade Earned:
Elective ^{see note 1}	List Course:	3 Credits	Semester Taken:	Grade Earned:
JOBS 2540	Job Seeking Skills	2 Credits	Semester Taken:	Grade Earned:
TD: Business Office Technology TOTAL SEMESTER CREDITS		14		
SEMESTER 4				
ENGL 1010	Rhetoric & Composition	3 Credits	Semester Taken:	Grade Earned:
MATH 1105	College Algebra	3 Credits	Semester Taken:	Grade Earned:
Humanities ^{see note 2}	List Course:	3 Credits	Semester Taken:	Grade Earned:
Natural/Physical Science ^{see note 3}	List Course:	3 Credits	Semester Taken:	Grade Earned:
Social/Behavioral Science ^{see note 4}	List Course:	3 Credits	Semester Taken:	Grade Earned:
TOTAL SEMESTER CREDITS		15		
Associate of Applied Sciences – Business Office Administration TOTAL DEGREE CREDITS		60		

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

NOTES:

¹ ACCT 1200 or Department Chair Approval.

² Choose from History (HIST), English (ENGL 2XXX) except ENGL 2045 and 2070, or Communications (CMCN) except CMCN 1170, 1270, and 2145.

³ Choose from Biology (BIOL), Chemistry (CHEM), Environmental Science (ENSC), Geology (GEOL), Physical Science (PHSC), or Physics (PHYS).

⁴ Choose from Anthropology (ANTH), Criminal Justice (CJUS), Economics (ECON), Geography (GEOG), Political Science (POLI), Psychology (PSYC), or Sociology (SOCL).