**BUSINESS OFFICE ADMINISTRATION**

**Associate of Applied Science**

**2018-2019**



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|  | **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 1 | 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 (SOCI).

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. OAA9/18