



## Business Office Administration Associate of Applied Science 2020-2021

SEMESTER 1			
<b>BUSE 1050</b>	Business Correspondence	3 Credits	Grade Earned:
<b>CPTR 1005</b>	Computer Literacy and Applications	3 Credits	Grade Earned:
<b>CSRV 1000</b>	Customer Service	3 Credits	Grade Earned:
<b>KYBD 1200</b>	Keyboarding	3 Credits	Grade Earned:
<b>ORNT 1000</b>	Freshman Seminar	1 Credit	Grade Earned:
<b>OSYS 1100</b>	Records Management	3 Credits	Grade Earned:
<b>TOTAL SEMESTER CREDITS</b>		<b>16</b>	
SEMESTER 2			
<b>ACCT 1100</b>	Principles of Accounting Part I	3 Credits	Grade Earned:
<b>BUSM 1050</b>	Business Math	3 Credits	Grade Earned:
<b>CPTR 1320</b>	Spreadsheets	3 Credits	Grade Earned:
<b>CPTR 1700</b>	Presentation and Publishing	3 Credits	Grade Earned:
<b>ISYS 1440</b>	Word Processing	3 Credits	Grade Earned:
Certificate of Technical Studies: Office Assistant Specialist <b>TOTAL SEMESTER CREDITS</b>		<b>15</b>	
SEMESTER 3			
<b>ACCT 1200</b>	Principles of Accounting Part II	3 Credits	Grade Earned:
<b>BUSI 1000</b>	Business Law	3 Credits	Grade Earned:
<b>CPTR 1310</b>	Database Management	3 Credits	Grade Earned:
<b>JOBS 2540</b>	Job Seeking Skills	2 Credits	Grade Earned:
<b>OSYS 2530</b>	Office Procedures	3 Credits	Grade Earned:
Technical Diploma: Business Office Technology <b>TOTAL SEMESTER CREDITS</b>		<b>14</b>	
SEMESTER 4			
<b>ENGL 1010</b>	Rhetoric & Composition	3 Credits	Grade Earned:
<b>MATH 1105</b>	College Algebra	3 Credits	Grade Earned:
<b>Humanities</b> - 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	Grade Earned:
<b>Natural/Physical Science</b> - Choose from General Education Courses: Biology (BIOL), Chemistry (CHEM), Environmental Science (ENSC), Geology (GEOL), Physical Science (PHSC), or Physics (PHYS).	List Course:	3 Credits	Grade Earned:
<b>Social/Behavioral Science</b> - Choose from General Education Courses: Anthropology (ANTH), Criminal Justice (CJUS), Economics (ECON), Geography (GEOG), Political Science (POLI), Psychology (PSYC), or Sociology (SOCL).	List Course:	3 Credits	Grade Earned:
<b>TOTAL SEMESTER CREDITS</b>		<b>15</b>	
Associate of Applied Science: Business Office Administration <b>TOTAL DEGREE CREDITS</b>		<b>60</b>	

**A grade of “C” or higher is required in all courses.**

### 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 5/2020