



Business Office Technology Technical Diploma 2020-2021

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

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