



CATALOG YEAR: 2021-2022 BUSINESS OFFICE ADMINISTRATION

All courses must be passed with a "C" or better. Developmental courses will not be applied to the degree.

FIRST SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Introduction to Business	BUSN	1100	3
English Composition I	ENGL	1010	3
Techniques of Speech	SPCH	1200	3
Introduction to Computer Technology	CSCI	1010	3
Choose a Mathematics Course	MATH	1100, 1300 or 1500	3
SEMESTER CREDIT HOURS			15

*Math 1100, College Algebra, is required for the Technical Diploma and for the Associate of Applied Science in Business Office Administration.

SECOND SEMESTER

COURSE NAME	COURSE PREFIX	COURSENUMBER	CREDIT HOURS
Financial Accounting	ACCT	2010	3
Business Elective (see list below)	See list below	See list below	3
Completion of all courses above with a "C" or better qualifies the student for the Certificate of Technical Studies (CTS) Office Assistant Specialist (21 credit hours)			
Personal Finance	BUSN	1330	3
English Composition II	ENGL	1020	3
Computer Applications	CSCI	2010	3
SEMESTER CREDIT HOURS			15

THIRD SEMESTER

COURSE NAME	COURSE PREFIX	COURSENUMBER	CREDIT HOURS
Managerial Accounting	ACCT	2020	3
Legal Environment of Business	BUSN	2200	3
Macroeconomics or Microeconomics	ECON	2010 or 2020	3
Intermediate Accounting or Tax Accounting	ACCT	2210 or 2613	3
Professional Communication	ENGL	2300	3
SEMESTER CREDIT HOURS			15
Completion of all courses above with a "C" or better qualifies the student for the Technical Diploma Business Office Administration (45 credit hours)			



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FOURTH SEMESTER

COURSE NAME	COURSE PREFIX	COURSE NUMBER	CREDIT HOURS
Business Elective (see list below)	See list below	See list below	3
Macroeconomics or Microeconomics	ECON	2010 or 2020	3
Natural or Physical Science Elective (Choose any Biology, Chemistry, Geology, Physical Science, or Physics course)	BIOL, CHEM, GEOL, PHSC, PHYS	****	3
Introduction to Statistics	MATH	2140	3
Art Elective (Choose from: Intro to Visual Arts, Music Appreciation, Intro to Theater)	ARTS 1010, MUSC 1010, OR THTR 1020		3
SEMESTER CREDIT HOURS			15
Associate of Applied Science (AAS)- Business Office Administration= 60 credit hours			

Business Electives for Students Pursuing the CTS

- ACCT 2020, Managerial Accounting
- ACCT 2210, Intermediate Accounting
- ACCT 2413, Computerized Accounting
- ACCT 2613, Tax Accounting
- BUSN 1330, Personal Finance
- BUSN 2000, Principles of Marketing
- BUSN 2200, Legal Environment of Business
- BUSN 2220, Small Business Management
- BUSN 1310, Human Resources Management
- BUSN 2999, Business Internship
- CSRV 1000, Customer Service
- ISYS 1650, Desktop Publishing
- ECON 2010, Macroeconomics
- ECON 2020, Microeconomics

Business Electives for Students Pursuing the TD

- ACCT 2210, Intermediate Accounting
- ACCT 2413, Computerized Accounting
- ACCT 2613, Tax Accounting
- BUSN 2000, Principles of Marketing
- BUSN 2220, Small Business Management
- BUSN 1310, Human Resources Management
- BUSN 2999, Business Internship
- CSRV 1000, Customer Service
- ISYS 1650, Desktop Publishing
- ECON 2010 (Macroeconomics) or ECON 2020 (Microeconomics)

Business Electives for Students Pursuing the AAS

- ACCT 2210, Intermediate Accounting
- ACCT 2413, Computerized Accounting
- ACCT 2613, Tax Accounting
- BUSN 2000, Principles of Marketing
- BUSN 2220, Small Business Management
- BUSN 1310, Human Resources Management
- BUSN 2999, Business Internship
- CSRV 1000, Customer Service
- ISYS 1650, Desktop Publishing