

BUSINESS OFFICE ADMINISTRATION PROGRAM GUIDE

NAME: _____

TODAY'S DATE: _____

****All courses must be completed with a grade of "C" or better.**

COURSE NAME	COURSE ABBREVIATION	COURSE NUMBER	CREDIT HOURS	GRADE	TERM TAKEN
FIRST SEMESTER					
Customer Service	CSRV	1000	3		
Word Processing	ISYS	1440	3		
Financial Accounting	ACCT	2010	3		
Math Elective*	MATH	See list below	3		
Introduction to Computer Technology	CSCI	1010	3		
SEMESTER CREDIT HOURS			15		
SECOND SEMESTER					
Managerial Accounting	ACCT	2020	3		
Personal Finance	BUSN	1330	3		
English Composition	ENGL	1010	3		
CTS – Office Assistant Specialist			24		
Job Seeking Skills	JOBS	2450	2		
Techniques of Speech	SPCH	1200	3		
SEMESTER CREDIT HOURS			14		
THIRD SEMESTER					
Computer Applications	CSCI	2010	3		
Business Law	BUSN	2200	3		
Macroeconomics or Microeconomics	ECON	2010 or 2020	3		
Human Resources Management	BUSN	1310	3		
Accounting Elective**	ACCT	2210	3		
Desktop Publishing	ISYS	1650	3		
SEMESTER CREDIT HOURS			18		
TD – Business Office Technology			47		
FOURTH SEMESTER					
Professional Writing	ENGL	2002	3		
Introduction to Statistics	MATH	2140	3		
Macroeconomics or Microeconomics	ECON	2010 or 2020	3		
Fine Arts Elective***			3		
Natural Science Elective****			3		
SEMESTER CREDIT HOURS			12		
AAS – Business Office Administration			62		

***Math Electives:**

- MATH 1100, College Algebra
- MATH 1300, Intro to Contemporary Math
- MATH 1500, Finite Math
- MATH 2140, Intro to Statistics

****Accounting Electives:**

- ACCT 2210, Intermediate Accounting
- ACCT 2413, Computerized Accounting

*****Fine Arts Electives:**

- ARTS 1010, Intro to Visual Arts
- MUSC 1010, Music Appreciation
- THTR 1020, Intro to Theater

******Natural Science Electives:**

- Biology
- Chemistry
- Geology
- Physical Science
- Physics

