# ASSOCIATE OF APPLIED SCIENCE IN BUSINESS OFFICE ADMINISTRATION - GENERAL OFFICE CONCENTRATION (47.9999)

**DIVISION:** Academics

**DEPARTMENT:** Business Office Administration

## DEGREE
**AAS - BUSINESS ADMINISTRATION (GENERAL OFFICE CONCENTRATION)**

## EXIT POINTS
**TD -  BUSINESS OFFICE TECHNOLOGY (GENERAL OFFICE CONCENTRATION)**
**CTS -  CUSTOMER SERVICE SPECIALIST**
**CTS -  ADMINISTRATIVE ASSISTANT**
**CTC -  CUSTOMER SERVICE REPRESENTATIVE**
**CTC -  SOFTWARE APPLICATIONS**

| Course No. | Course Title | Lecture | Lab | Total Credit Hours | Total Clock Hours |
|---|---|---|---|---|---|
| Pre-Requisite Courses | | | | | |
| CPTR 1002 | Computer Literacy & Applications | 3 | 0 | 3 | 45 |
| KYBD 1010 | Introduction to Keyboarding | 3 | 0 | 3 | 45 |
| BUSE 1030 | Business English | 2 | 1 | 3 | 45 |
| CORE COURSES for all Concentration Areas | | | | | |
| ORNT 1000 | Freshman Seminar | 1 | 0 | 1 | 15 |
| CSRV 1000 | Customer Service | 3 | 0 | 3 | 45 |
| BUSM 1050 | Business Math | 2 | 1 | 3 | 45 |
| ISYS 1440 | Word Processing | 1 | 2 | 3 | 45 |
| BUSI 1030 | Introduction to Business | 3 | 0 | 3 | 45 |
| BUSO 1100 | Records and Information Management | 3 | 0 | 3 | 45 |
| | CTS – CUSTOMER SERVICE SPECIALIST | | | 16 | 240 |
| ACCT 1100 | Principles of Accounting | 2 | 1 | 3 | 45 |
| ACCT 1500 | Computerized Accounting | 2 | 1 | 3 | 45 |
| ISYS 1540 | Advanced Word Processing | 1 | 2 | 3 | 45 |
| BUSE 1045 | Business Communications | 3 | 0 | 3 | 45 |
| CPTR 1320 | Spreadsheets | 1 | 2 | 3 | 45 |
| CTS – ADMINISTRATIVE ASSISTANT | | | | 31 | 465 |
| OSYS 2530 | Office Procedures | 2 | 1 | 3 | 45 |
| CPTR 1420 | Advanced Spreadsheets | 1 | 2 | 3 | 45 |
| | Approved Business Elective | 2 | 1 | 3 | 45 |
| | Approved Elective | 3 | 0 | 3 | 45 |
| JOBS 2450 | Job Seeking Skills | 2 | 0 | 2 | 30 |
| TD – BUSINESS OFFICE TECHNOLOGY (General Office Concentration) | | | | 45 | 675 |

| GENERAL EDUCATION COURSES | | | | | |
|---|---|---|---|---|---|
| ENGL 1010 | English Composition I | 3 | 0 | 3 | 45 |
| | Math Elective | 3 | 0 | 3 | 45 |
| | Behavioral/Social Science Elective | 3 | 0 | 3 | 45 |
| | Natural Science Elective | 3 | 0 | 3 | 45 |
| | Humanities Elective | 3 | 0 | 3 | 45 |
| AAS – BUSINESS OFFICE ADMINISTRATION - General Office Concentration | | | | 60 | 900 |

| CTC - CUSTOMER SERVICE REPRESENTATIVE | | | | | |
|---|---|---|---|---|---|
| CPTR 1002 or (BUSI 1030) | Computer Literacy & Applications *(IBC-IC3 Certification)* or (Introduction to Business) | 3 | 0 | 3 | 45 |
| CSRV 1000 | Customer Service *(National Retail Foundation Certification)* | 3 | 0 | 3 | 45 |
| | | | | 6 | 90 |

| CTC - SOFTWARE APPLICATIONS | | | | | |
|---|---|---|---|---|---|
| ISYS 1440 | Word Processing *(IBC-MOS Certification – Microsoft Word)* | 1 | 2 | 3 | 45 |
| CPTR 1320 | Spreadsheets *(IBC-MOS Certification – Microsoft Excel)* | 1 | 2 | 3 | 45 |
| CPTR 1310 | Database Management | 2 | 1 | 3 | 45 |
| | | | | 9 | 135 |