



**ASSOCIATE OF APPLIED SCIENCE IN BUSINESS OFFICE
ADMINISTRATION - ACCOUNTING CONCENTRATION
(47.9999)**

DIVISION: Academics

DEPARTMENT: Business Office Administration

DEGREE

AAS - BUSINESS ADMINISTRATION (ACCOUNTING CONCENTRATION)

EXIT POINTS

TD - Business Office Technology (Accounting Concentration)

CTS – Customer Service Specialist

CTS – Accounting Office Specialist

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 1110	Principles of Accounting	2	1	3	45
ACCT 1250	Payroll Accounting	3	0	3	45
BUSE 1045	Business Communication	3	0	3	45
CPTR 1320	Spreadsheets	1	2	3	45
ACCT 2100	Introduction to Financial Accounting	3	0	3	45

CTS – ACCOUNTING OFFICE SPECIALIST				31	465
ACCT 2110	Introduction to Managerial Accounting	3	0	3	45
ACCT 1500	Computerized Accounting	2	1	3	45
CPTR 1420	Advanced Spreadsheets	1	2	3	45
	Approved Elective	2	1	3	45
JOBS 2450	Job Seeking Skills	2	0	2	30
TD – BUSINESS OFFICE TECHNOLOGY (Accounting Concentration)				45	675
GENERAL EDUCATION COURSES					
ENGL 1010	English Composition	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 – Accounting Concentration				60	900

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 - Accounting Concentration				60	900

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