

# BUSINESS OFFICE TECHNOLOGY ADMINISTRATIVE ASSISTANT - ASSOCIATE OF APPLIED SCIENCE

Students must complete all College degree requirements, which include: General Education requirements and elective credits to total at least 60 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Code	Title	Hours
<b>General Education</b>		
Courses are required from Area I, II, III, IV, V and VI <sup>1</sup>		19-20
Area I: Communications		
ENGL 1110G	(Technical Requirement)	
Area II: Mathematics		
Area III: Laboratory Science		
Area IV: Social/Behavioral Sciences		
ECON 1110G, ECON 2110G, or ECON 2120G	(Technical Requirement)	
Area V: Humanities		
Area VI: Creative and Fine Arts		
<b>Technical Requirements</b>		
ACCT 2115	Survey of Accounting	3
BLAW 2110	Business Law I	3
BUSA 1110	Introduction to Business	3
BUSA 1180	Business Math	3
BUSA 1210	Records Management	3
BUSA 2175	Personal Development	3
ENGL 2210G	Professional & Technical Communication	3
OATS 102	Keyboarding: Document Formatting	3
OATS 191	Taking Minutes and Proofreading	3
OATS 202	Keyboarding: Document Production	3
OECS 211	Word Processing Applications	2-3
OECS 215	Spreadsheet Applications	3
OECS 280	Desktop Publishing I	3
or FDMA 1120	Desktop Publishing I	
OECS 220	Database Application and Design	3
<b>Total Hours</b>		<b>60-62</b>

<sup>1</sup> See the General Education section of the catalog for a full list of courses.

<sup>2</sup> Course is a Technical Requirement and must be completed regardless of transfer credit awarded.

## A Suggested Plan of Study

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

Course	Title	Hours
<b>First Year</b>		
<b>Fall</b>		
BUSA 1110	Introduction to Business	3
BUSA 1180	Business Math	3
OATS 102	Keyboarding: Document Formatting	3
Area I: Communications		3-4
ENGL 1110G	Composition I (Required)	
Area IV: Social/Behavioral Sciences		3
ECON 1110G, ECON 2110G, or ECON 2120G		
<b>Hours</b>		<b>15-16</b>
<b>Spring</b>		
ACCT 2115	Survey of Accounting	3
BUSA 1210	Records Management	3
OECS 211	Word Processing Applications	2-3
OECS 215	Spreadsheet Applications	3
Area II: Mathematics <sup>1</sup>		3
<b>Hours</b>		<b>14-15</b>
<b>Second Year</b>		
<b>Fall</b>		
BUSA 2175	Personal Development	3
ENGL 2210G	Professional & Technical Communication	3
OECS 280	Desktop Publishing I	3
or FDMA 1120	or Desktop Publishing I	
Area III: Laboratory Science <sup>1</sup>		4
Area V: Humanities <sup>1</sup>		3
<b>Hours</b>		<b>16</b>
<b>Spring</b>		
BLAW 2110	Business Law I	3
OATS 191	Taking Minutes and Proofreading	3
OATS 202	Keyboarding: Document Production	3
OECS 220	Database Application and Design	3
Area VI: Creative and Fine Arts <sup>1</sup>		3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60-62</b>

<sup>1</sup> See the General Education section of the catalog for a full list of courses.