

Catalog Year: 2020-2021
BUSINESS OFFICE ADMINISTRATION

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

Name: _____ 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					
Introduction to Business	BUSN	1100	3		
English Composition	ENGL	1010	3		
Techniques of Speech	SPCH	1200	3		
Math Elective (1)	MATH	See list below	3		
Introduction to Computer Technology	CSCI	1010	3		
SEMESTER CREDIT HOURS			15		

SECOND SEMESTER					
Financial Accounting – Moved from 1 st semester	ACCT	2010	3		
Business Elective (5)	BUSN	See list below	3		
CTS Office Assistant Specialist (Change Name?)			21		
Business Elective (5)	BUSN	See list below	3		
English Composition II	ENGL	1020	3		
Computer Applications	CSCI	2010	3		
SEMESTER CREDIT HOURS			15		

THIRD SEMESTER					
Managerial Accounting	ACCT	2020	3		
Business Elective	BUSN	See list below	3		
Macroeconomics or Microeconomics	ECON	2010 or 2020	3		
Accounting Elective (2)	ACCT	2210	3		
Business Elective	BUSN	See List Below	3		
SEMESTER CREDIT HOURS			15		
TD Business Administration			45		

FOURTH SEMESTER					
Business Elective	BUSN	2300	3		
Introduction to Statistics	MATH	2140	3		
Macroeconomics or Microeconomics	ECON	2010 or 2020	3		
Fine Arts Elective (3)			3		
Natural Science Elective (4)			3		
SEMESTER CREDIT HOURS			15		
AAS Business Administration			60		

<p>(1) Math Electives:</p> <ul style="list-style-type: none"> MATH 1100, College Algebra MATH 1300, Intro to Contemporary Math MATH 1500, Finite Math MATH 2140, Intro to Statistics <p>MATH 1100 is required for the TD and AAS degrees.</p>	<p>(2) Accounting Electives:</p> <ul style="list-style-type: none"> ACCT 2020, Managerial Accounting (Transferable) ACCT 2210, Intermediate Accounting ACCT 2413, Computerized Accounting Tax? Payroll?
<p>(3) Fine Arts Electives: (Use any in the La Transfer Degree Business)</p> <ul style="list-style-type: none"> ARTS 1010, Intro to Visual Arts MUSC 1010, Music Appreciation THTR 1020, Intro to Theater 	<p>(4) Natural Science Electives: (Use any in the La Transfer Degree Business)</p> <ul style="list-style-type: none"> Biology Chemistry Geology Physical Science Physics

(5) Business Electives

- 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
- CSRV 1000, Customer Service***
- OSYS 2530 Office Procedures (added from Reserve)***
- ISYS 1650 Desktop Publishing***
- ISYS 1440 Word Processing
- ENGL 2300 Professional Communication **

**** Required for TD and AAS**

ECON 2010, ECON 2020, CSCI 2010, MATH 2140 and any Accounting course can also be used as a business elective (unless that course is also required for the degree pursued)