

# BUSINESS OFFICE ADMINISTRATION PROGRAM GUIDE

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
<b>FIRST SEMESTER</b>					
Introduction to Business	BUSN	1100	3		
English Composition	ENGL	1010	3		
Techniques of Speech	SPCH	1200	3		
Financial Accounting	ACCT	2010	3		
Introduction to Computer Technology	CSCI	1010	3		
<b>SEMESTER CREDIT HOURS</b>			<b>15</b>		

<b>SECOND SEMESTER</b>					
Business Elective	BUSN	See list below (5)	3		
Math Elective	MATH	See list below (1)	3		
<b>CTS - Business Administration</b>			<b>21</b>		
Managerial Accounting	ACCT	2020	3		
English Composition II	ENGL	1020	3		
Computer Applications	CSCI	2010	3		
<b>SEMESTER CREDIT HOURS</b>			<b>15</b>		

<b>THIRD SEMESTER</b>					
Accounting Elective	ACCT	See List Below (2)	3		
Business Elective	BUSN	See list below (5)	3		
Business Elective	BUSN	See list below (5)	3		
Business Elective	BUSN	See List Below (5)	3		
Macroeconomics or Microeconomics	ECON	2010 or 2020	3		
<b>SEMESTER CREDIT HOURS</b>			<b>15</b>		
<b>TD- Business Administration</b>			<b>45</b>		

<b>FOURTH SEMESTER</b>					
Business Elective	BUSN	See List Below (5)	3		
Introduction to Statistics	MATH	2140	3		
Macroeconomics or Microeconomics	ECON	2010 or 2020	3		
Fine Arts Elective		See List Below (3)	3		
Natural Science Elective		See List Below (4)	3		
<b>SEMESTER CREDIT HOURS</b>			<b>15</b>		
<b>AAS – Business Administration</b>			<b>60</b>		

<p><b>(1) Math Electives:</b></p> <ul style="list-style-type: none"> <li>MATH 1100, College Algebra</li> <li>MATH 1300, Intro to Contemporary Math</li> <li>MATH 1500, Finite Math</li> <li>MATH 2140, Intro to Statistics</li> </ul> <p>MATH 1100 is required for the TD and AAS degrees.</p>	<p><b>(2) Accounting Electives:</b></p> <ul style="list-style-type: none"> <li>ACCT 2020, Managerial Accounting</li> <li>ACCT 2210, Intermediate Accounting</li> <li>ACCT 2413, Computerized Accounting</li> <li><b>ACCT 2613, Tax Accounting</b></li> </ul>
<p><b>(3) Fine Arts Electives: (Use any in the La Transfer Degree Business)</b></p> <ul style="list-style-type: none"> <li>ARTS 1010, Intro to Visual Arts</li> <li>MUSC 1010, Music Appreciation</li> <li>THTR 1020, Intro to Theater</li> </ul>	<p><b>(4) Natural Science Electives: (Use any in the La Transfer Degree Business)</b></p> <ul style="list-style-type: none"> <li>Biology</li> <li>Chemistry</li> <li>Geology</li> <li>Physical Science</li> <li>Physics</li> </ul>

**(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
- ENGL/BUSN 2300 Professional Communication \*\*
- ISYS 1650 Desktop Publishing
- ISYS 1440 Word Processing
- MGMT 2010 Principles of Management
- OSYS 2530 Office Procedures (added from Reserve)

**\*\* Required for TD and AAS**

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