

BUSINESS OFFICE TECHNOLOGY

(CIP 52.0401)

Associate of Applied Science

The AAS degree in Business Office Technology includes a combination of courses and practical experiences designed to prepare the student for employment as an administrative assistant, office assistant, legal secretary, bookkeeper, and in other related occupations. The program includes an in-depth study of software used in modern offices, communication skills, systematizing information about transactions and activities into accounts and quantitative records, paying and receiving money, and generally accepted office procedures.

Students must earn a grade of “C” or higher in the program capstone course (BUSI 2304) in order to graduate.

Some upper-level universities will allow transfer of 24-44 hours of technical credit toward a Bachelor of Applied Arts or Science degree. Contact the transfer university for information.

College Readiness Courses (if needed)

Semester I

ACNT 1303 Introduction to Accounting I
POFT 1321 Business Math
POFI 1301 Computer Applications I
POFT 1301 Business English
POFT 1309 Administrative Office Procedures I

Semester II

ACNT 1411 Introduction to Computerized Accounting
MRKG 1301 Customer Relationship Management
POFI 2401 Word Processing
POFT 1413 Professional Workforce Preparation **or**
ACNT 1429 Payroll and Business Tax Accounting

Semester III

BUSI 1301 Business Principles
POFI 1349 Spreadsheets
Social/Behavioral Sciences from the AAS General Education Course List
ENGL 1301 Composition I **or**
SPCH 1315 Public Speaking
MATH 1314 College Algebra **or**
MATH 1324 Mathematics for Business & Social Sciences

Semester IV

PBAD 2339 Human Resource Management in the Public Sector
BUSI 2304 Business Report Writing & Correspondence (Capstone Course)
BUSI 2301 Business Law
Humanities/Fine Arts from the AAS General Education Course List
Social/Behavioral Sciences from the AAS General Education Course List

Total Semester Hours – 60