



Vocational Map
Business Office Technology- Associate of Applied Science
 (CIP 52.0401)

For timely completion of degree requirements, students must follow the guidelines below. Contact the Program Director for the most up-to-date course schedules.

Students who plan to pursue this degree path may not register for Academic or Technical Courses offered outside of stated degree requirements.

Courses
College Readiness Courses (if needed)
Semester One
POFT 1321 Business Math
POFI 1301 Computer Applications I
POFT 1301 Business English
POFT 1309 Administrative Office Procedures I
MRKG 1301 Customer Relationship Management
Semester Two
ACNT 1303 Introduction to Accounting I
ACNT 1411 Introduction to Computerized Accounting
POFI 2401 Word Processing
POFT 1413 Professional Workforce Preparation
Semester Three
BUSI 1301 Business Principles
POFI 1349 Spreadsheets
Social & Behavioral Science or American History or Government/Political Science 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 Four
PBAD 2339 Human Resource Management in the Public Sector
BUSI 2304 Business Report Writing & Correspondence (Capstone Course)
BUSI 2301 Business Law
Language, Philosophy, & Culture or Creative Arts on the AAS General Education Course List
Social & Behavioral Science or American History or Government/Political Science from the AAS General Education Course List

For further information visit the [Business Office Technology Pathway](#)
Choose. Connect. Complete.