

SEMESTER 1				
ORNT 1000	Freshman Seminar	1 Credit	Semester Taken:	Grade Earned:
CPTR 1005	Computer Literacy and Applications	3 Credits	Semester Taken:	Grade Earned:
CSRV 1000	Customer Service	3 Credits	Semester Taken:	Grade Earned:
BUSE 1050	Business Correspondence	3 Credits	Semester Taken:	Grade Earned:
KYBD 1200	Keyboarding	3 Credits	Semester Taken:	Grade Earned:
OSYS 1100	Records Management	3 Credits	Semester Taken:	Grade Earned:
TOTAL SEMESTER CREDITS		16		
SEMESTER 2				
ACCT 1100	Principles of Accounting Part I	3 Credits	Semester Taken:	Grade Earned:
BUSM 1050	Business Math	3 Credits	Semester Taken:	Grade Earned:
ISYS 1440	Word Processing	3 Credits	Semester Taken:	Grade Earned:
CPTR 1700	Presentation and Publishing	3 Credits	Semester Taken:	Grade Earned:
CPTR 1320	Spreadsheets	3 Credits	Semester Taken:	Grade Earned:
CTS: Office Assistant Specialist				
TOTAL SEMESTER CREDITS		15		
SEMESTER 3				
CPTR 1310	Database Management	3 Credits	Semester Taken:	Grade Earned:
BUSI 1000	Business Law	3 Credits	Semester Taken:	Grade Earned:
OSYS 2530	Office Procedures	3 Credits	Semester Taken:	Grade Earned:
ACCT 1200	Principles of Accounting Part II	3 Credits	Semester Taken:	Grade Earned:
JOBS 2450	Job Seeking Skills	2 Credits	Semester Taken:	Grade Earned:
TOTAL SEMESTER CREDITS		14		
Technical Diploma – Business Office Technology		45		
TOTAL DEGREE CREDITS				

A grade of "C" or higher is required in all courses.

This degree plan is an academic planning resource. The applicable edition of the college catalog is the official source for all degree requirements. The college reserves the right to change, modify, or alter this resource without notice. The college strongly encourages students to consult their advisors for questions regarding degree completion. OAA9/18