

Northwest Louisiana Technical Community College

Business Office Administration (AAS)

Business Office Technology (TD)

Program Description & Curriculum

The purpose of this program is to prepare individuals to perform tasks related to the management of marketable skills and career advancement in various areas of business, industry, and health offices. Students will receive hands-on training in office technology, software skills, customer service, and strong work ethics for success in the workplace.

Degrees/Certificates

Associate of Applied Science (AAS)

Technical Diploma (TD)

Certificate of Technical Studies (CTS)

Available degrees and certificates may vary at each campus. Check with your local campus for more information.

CIP 520401

| Business Office Technology/Business Office Administration CURRICULUM | | | | |
|---|--|--------------------------|-----------------|----------------|
| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
| Pre-Requisite courses | | | | |
| CPTR 1002 | Computer Literacy & Applications | 3/0 | 3 | 45 |
| KYBD 1010 | Introduction to Keyboarding | 3/0 | 3 | 45 |
| Core Courses for all Concentration Areas | | | | |
| ORNT 1000 | Freshman Seminar or Work Readiness (LEAD 1003) | 1/0 | 1 | 15 |
| CSRV 1000 | Customer Service | 3/0 | 3 | 45 |
| KYBD 1200 | Word Processing | 2/1 | 3 | 75 |
| ACCT 1100 | Principles of Accounting, Part I | 2/1 | 3 | 75 |
| ACCT 1200 | Principles of Accounting, Part II | 2/1 | 3 | 75 |
| ACCT 1250 | Payroll Accounting | 0/3 | 3 | 45 |
| OSYS 1100 | Records Management | 3/0 | 3 | 45 |
| OSYS 2530 | Office Procedures | 3/0 | 3 | 45 |
| OSYS 1250 | Business Calculators | 3/0 | 3 | 45 |
| ACCT 1500 | Computerized Accounting | 2/1 | 3 | 60 |
| CTS – Accounting Office Specialist | | | 28 | 615 |
| BUSF 1050 | Personal Finance | 3/0 | 3 | 45 |
| CPTR 1320 | Spreadsheets | 2/1 | 3 | 75 |
| BUSM 1050 | Business Math | 3/0 | 3 | 60 |
| BUSE 1100 | Business English | 3/0 | 3 | 60 |
| JOBS 2450 | Job Seeking Skills or Work Readiness (LEAD 1003) | 2/0 | 2 | 30 |
| TD – BOT (Accounting Concentration) | | | 45 | 885 |
| ORNT 1000 | Freshman Seminar or Work Readiness (LEAD 1003) | 1/0 | 1 | 15 |
| CSRV 1000 | Customer Service | 3/0 | 3 | 45 |
| BUSE 1030 | Business English | 3/0 | 3 | 45 |
| KYBD 1111 | Introduction to Formatting | 2/1 | 3 | 75 |
| OSYS 1100 | Records Management | 3/0 | 3 | 45 |
| ACCT 1100 | Principles of Accounting, Part I | 2/1 | 3 | 75 |
| BUSM 1050 | Business Math | 3/0 | 3 | 60 |
| BUSE 1045 | Business Communication | 3/0 | 3 | 45 |
| CPTR 1320 | Spreadsheets | 2/1 | 3 | 75 |
| CRTR 1310 | Database Management | 2/1 | 3 | 60 |

| Business Office Technology/Business Office Administration CURRICULUM | | | | |
|--|--|-----|-----------|------------------|
| ISYS 1440 | Word Processing | 2/1 | 3 | 75 |
| ACCT 1200 | Principles of Accounting, Part II | 2/1 | 3 | 75 |
| CTS – Office Assistant Specialist | | | 34 | 690 |
| ISYS 1650 | Desktop Publishing | 2/1 | 3 | 60 |
| MATR 1350 | Machine Transcription | 3/0 | 3 | 45 |
| OSYS 2530 | Office Procedures | 3/0 | 3 | 45 |
| JOBS 2450 | Job Seeking Skills or Work Readiness (LEAD 1003) | 2/0 | 2 | 30 |
| TD – BOT (General Office Concentration) | | | 45 | 870 |
| BOTH 1300 | Medical Office Terminology | 3/0 | 3 | 45 |
| BOTH 1120 | General Body Structure | 3/0 | 3 | 45 |
| BOTH 1210 | Administrative Procedures for Medical Offices | 3/0 | 3 | 45 |
| BOTH 2110 | Medical Office Transcription | 3/0 | 3 | 45 |
| OSYS 1100 | Records Management | 3/0 | 3 | 45 |
| BOTH 1230 | Insurance Billing | 3/0 | 3 | 45 |
| BOTH 1240 | Coding | 3/0 | 3 | 45 |
| CTS – Medical Office Specialist | | | 28 | 450 |
| BUSF 1050 | Personal Finance | 3/0 | 3 | 45 |
| CPTR 1320 | Spreadsheets | 2/1 | 3 | 75 |
| BUSM 1050 | Business Math | 3/0 | 3 | 60 |
| ACCT 1100 | Principles of Accounting, Part I | 2/1 | 3 | 75 |
| BUSE 1100 | Business English | 3/0 | 3 | 60 |
| JOBS 2450 | Job Seeking Skills or Work Readiness (LEAD 1003) | 2/0 | 2 | 30 |
| TD – BOT (Medical Office Concentration) | | | 45 | 795 |
| <i>Any TD concentration PLUS the following courses comprise the ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)</i> | | | | |
| ENGL 1015 | English Composition | 3/0 | 3 | 45 |
| MATH 1015 | College Algebra | 3/0 | 3 | 45 |
| PSYC 2015 | Introduction to Psychology | 3/0 | 3 | 45 |
| PHSC 1015 | Physical Science | 3/0 | 3 | 45 |
| SPCH 1015 | Introduction to Public Speaking | 3/0 | 3 | 45 |
| Gen Ed Courses | | | 15 | 225 |
| AAS – Business Office Administration (Gen Ed Courses PLUS any BOT Technical Diploma) | | | 60 | Will Vary |
| <i>With approval from the Chief Academic Officer/designee, the following courses may be substituted for course requirements.</i> | | | | |
| SPPR 2991 | Special Projects I | 0/1 | 1 | 30 |
| SPPR 2993 | Special Projects II | 0/2 | 2 | 60 |
| SPPR 2995 | Special Projects III | 0/3 | 3 | 90 |
| SPPR 2996 | Special Projects IV | 3/0 | 3 | 45 |
| SPPR 2998 | Special Projects V | 1/0 | 1 | 15 |
| SPPR 2997 | Practicum | 0/3 | 3 | 135 |
| SPPR 2999 | Cooperative Education | 0/3 | 3 | 135 |