

# BUSINESS STUDIES

## OFFICE ADMINISTRATION OPTION

*Placement evaluations will determine the sequencing of courses. Additional courses may be required.  
The suggested sequencing for full-time students is shown below.*

### Associate Degree

### Collegiate Certificate

Course No.	Title	Credits	Course No.	Title	Credits
<b><i>First semester</i></b>			<b><i>First semester</i></b>		
CAP 100	Computer Literacy	3	CAP 100	Computer Literacy	3
ENG 101	English Composition	3	ACC 101	Introduction to Accounting	3
MATH	MATH 101 or Higher	3	CAP 102	Microsoft Word	3
BUS 101	Introduction to Management	3	BUS 120	Administrative Office Procedures	3
ACC 101	Introduction to Accounting	<u>3</u>	ENG 101	English Composition	<u>3</u>
		<b>15</b>			<b>15</b>
<b><i>Second semester</i></b>			<b><i>Second semester</i></b>		
CAP 102	Microsoft Word	3	CAP 110	Computer Applications	3
ENG 102	Composition & Literature	3	MATH	MATH 101 or higher	3
	Social Science Elective	3	BUS 132	Budgeting & Planning	3
BUS 135	Customer Relations in a		BUS 135	Customer Relations in a	
	Multicultural World	3		Multicultural World	3
COM 101	Public Speaking	<u>3</u>	PSY 120	Organizational Behavior	<u>3</u>
		<b>15</b>			<b>15</b>
<b><i>Third semester</i></b>			<b>Total Credits in Program</b>		
CAP 110	Computer Applications	3			<b>30</b>
BUS 132	Budgeting & Planning	3	Students must complete ENG 099 with a "C" or better or place into ENG 101 by the time they have completed 12 credits.		
BUS 110	Business Law	3			
BUS 120	Administrative Office Procedures	3			
	Physical or Natural Science Elective	<u>3</u>			
		<b>15</b>			
<b><i>Fourth semester</i></b>					
PSY 120	Organizational Behavior	3			
	Unrestricted Elective	3			
	Humanities Elective	3			
	Open Elective	3			
BUS 299	Cooperative Work Assignment	<u>4</u>			
		<b>16</b>			
<b>Total Credits in Program</b>		<b>61</b>			