

**PROGRAM DESCRIPTION:
ASSOCIATE OF APPLIED SCIENCE
BUSINESS OFFICE ADMINISTRATION**

The Associate of Applied Science Degree in Business Office Administration is a competency-based program designed to provide for development of the knowledge and skills required for an entry-level position in healthcare, business, industry, or government environments. It is designed for those seeking entry-level employment and for those currently employed who are seeking promotion.

The curriculum includes general education courses, applied general education courses, and an occupational courses component. Students will learn office techniques such as manual and computerized accounting and payroll procedures. They will learn various computer software application programs, acquire oral, written, and electronic communication skills, and build teamwork skills. Students will be able to define basic concepts of office management and design effective processes for office operations. They will research, classify, organize, prepare and present various business documents; define management theories; explain internal and external customer relationships; discuss how to diffuse conflict in an office environment; manage internal controls concerning cost and budgeting; recognize and correct financial problems; and manage business projects using appropriate materials, procedures, technology, and problem solving and decision making techniques.

Career opportunity possibilities include office manager, office administrator, human resources assistant, customer service specialist, and secretary, receptionist, administrative assistant, billing specialist, credit specialist, assistant bookkeeper, payroll specialist, accounts payable specialist, accounts receivable specialist, inventory technician, or data entry technician. Students completing this program may find employment in, social service organizations, government agencies, service industries, travel agencies, public accounting firms, law offices, sales/marketing offices, merchandising offices, financial institutions, hospitals, insurance companies, medical offices/clinics, rehabilitation centers and many other business environments. The Associate of Applied Science Degree in Business Office Administration program consists of 72 semester hours and 1440 contact hours, and is 48 weeks (day) and 72 weeks (evening) in length.

<u>Course #</u>	<u>Course Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Total Contact</u>	<u>Credit</u>
First Semester					
		Semester Hours			
PSYC 2301	General Psychology	48	0	48	3
BUSG 1301	Introduction to Business	48	0	48	3
ITSC 1301	Introduction to Computers	32	32	64	3
MRKG 1311	Principles of Marketing	48	0	48	3
ENGL 1301	Composition I	48	0	48	3
POFI 1301	Computer Applications	32	32	64	3
ACNT 1325	Principles of Accounting I	32	32	64	3
BUSG 1304	Introduction to Financial Advising	32	32	64	3
Totals		320	128	448	24
Second Semester					
ACNT 1326	Principles of Accounting II	32	32	64	3
MATH 1314	College Algebra	48	0	48	3
MATH 2312	Pre-Calculus	48	0	48	3
ENGL 1302	Composition II	48	0	48	3
BMGT 1305	Communications in Management	32	32	64	3
POFT 1328	Business and Professional Presentations	32	32	64	3
BMGT 1327	Principles of Management	32	32	64	3
ITSW 2334	Advanced Spreadsheets	32	32	64	3
Totals		304	160	464	24
Third Semester					
MRKG 1301	Customer Relations	32	32	64	3
POFT 1313	Professional Development for Office Personnel	32	32	64	3
ACNT 1311	Introduction to Computerized Accounting	32	32	64	3
BMGT 1341	Business Ethics	32	32	64	3
BUSA 1313	Investments	32	32	64	3
ITSW 2337	Advanced Database	32	32	64	3
BMGT 2310	Financial Management	32	32	64	3
POFT 2331	Administrative Systems Capstone	32	48	80	3
Totals		256	272	528	24
Grand Totals		880	560	1440	72

BUSINESS OFFICE ADMINISTRATION – COURSE DESCRIPTION

GENERAL EDUCATION COURSES

ENGL 1301 COMPOSITION I

Lecture: 48 Lab: 0 Credit: 3

Study of the principles and techniques of written composition. Students will enhance textual analysis and critical thinking skills by gathering, organizing, drafting, and revising information in order to complete a progression of essays, including descriptive writing, the narrative, cause and effect, compare and contrast, and the argument. They will learn to identify purpose and audience of each composition abiding by the MLA (Modern Language Association) standard. Compositions will meet vocabulary, grammar, punctuation, and spelling standards.

ENGL 1302 COMPOSITION II

Lecture: 48 Lab: 0 Credit: 3

Builds on the skills developed in English 1301 focusing on literary analysis, synthesis and evaluation, logical and critical thinking, the techniques of argument, comparison of literary themes, critiquing literature, and preparing of the documented essay. The course will entail the history and critique of classic poetry and fiction including the short story, the novel, and drama.

Prerequisite: ENGL 1301

MATH 1314 COLLEGE ALGEBRA

Lecture: 48 Lab: 0 Credit: 3

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

Prerequisite: Passing score on Student Placement exam, completion of developmental coursework or prior college credit in appropriate lower level math.

MATH 2312 PRE-CALCULUS

Lecture: 48 Lab: 0 Credit: 3

The student will apply algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry.

Prerequisite: MATH 1314 or approval of the Program Chair.

PSYC 2301 GENERAL PSYCHOLOGY

Lecture: 48 Lab: 0 Credit: 3

Survey of major topics in psychology. Students will learn to identify and understand the different areas of the brain, the nervous system, learning theory, memory function, and personality development. Students will also learn about and discuss social psychology, stress, psychopathology and treatment methods.

BUSINESS OFFICE ADMINISTRATION COURSES

ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING

Lecture: 32 Lab: 32 Credit: 3

Introduction to utilizing the computer in accounting procedures. Students will utilize application software to perform accounting tasks, maintain records and prepare and analyze reports for a business entity; complete a comprehensive project that entails the major course competencies and outcomes, and identify and explain the components of general ledger software.

Prerequisite: ACNT 1325 or approval of Program Chair.

BUSINESS OFFICE ADMINISTRATION – COURSE DESCRIPTION

ACNT 1325 PRINCIPLES OF ACCOUNTING I

Lecture: 32 Lab: 32 Credit: 3

A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprises. Students will identify and apply generally accepted accounting principles, concepts, and procedures; identify and process transactions in the accounting cycle for service and merchandising enterprises.

ACNT 1326 PRINCIPLES OF ACCOUNTING II

Lecture: 32 Lab: 32 Credit: 3

A study of the fundamentals of managerial accounting. Emphasis on budgeting, planning, management decision making, and analysis of financial reports. Students will define and develop a working knowledge of management accounting terminology and procedures; and prepare and analyze reports for financial decision making including statement of cash flow, budgets, variance analysis, and other managerial decisions.

Prerequisite: ACNT 1325 or approval of the Program Chair

BMGT 1305 COMMUNICATIONS IN MANAGEMENT

Lecture: 32 Lab: 32 Credit: 3

Basic theory and processes of communication skills for the management of an organization's workforce. Students will explain the communication process, identify communication channels and their relationship to semantics and perception, compare and contrast the relationship of communication and management, and demonstrate competencies in verbal and written communication skills through oral, written and electronic presentations.

Prerequisite: POFI 1301 or approval of Program Chair

BMGT 1327 PRINCIPLES OF MANAGEMENT

Lecture: 32 Lab: 32 Credit: 3

Concepts, terminology, principles, theories, and issues in the field of management. The student will explain and apply the various theories, processes, and functions of management; identify roles of leadership in organizations; and recognize elements of the communication process.

BMGT 1341 BUSINESS ETHICS

Lecture: 32 Lab: 32 Credit: 3

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public. The student will define business ethics and list reasons why business firms should be ethical; describe major types of ethical reasoning that persons in business can use to analyze ethical dilemmas; explain how business, government, and society function as an interactive system; explain the concept of corporate social responsibility; and discuss social and ethical threats emerging from rapid technological change.

BMGT 2310 FINANCIAL MANAGEMENT

Lecture: 32 Lab: 32 Credit: 3

Emphasis on the development and use of accounting information to support managerial decision making processes. Students will be able to manage internal controls concerning cost and budgeting; analyze profit and loss statements; recognize and correct financial problems; and use and understand formulas to determine organizational profitability.

Prerequisite: ACNT 1325 or approval of the Program Chair.

BUSINESS OFFICE ADMINISTRATION – COURSE DESCRIPTION

BUSA 1313 INVESTMENTS

Lecture: 32 Lab: 32 Credit: 3

An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions. The student will define terms related to investments; apply basic concepts and calculations to planning and control of investments; and identify analytical models used for financial decision-making.

BUSG 1301 INTRODUCTION TO BUSINESS

Lecture: 48 Lab: 0 Credit: 3

Fundamental business principles including structure, functions, resources, and operational processes. Students will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology.

BUSG 1304 INTRODUCTION TO FINANCIAL ADVISING

Lecture: 32 Lab: 32 Credit: 3

A study of the financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. The student will identify the concepts associated with the time value of money; identify the differences among various savings and investment programs and classes of securities; identify the options for personal insurance; describe retirement and estate planning techniques; explain owning versus renting real property; and describe consumer protection legislation.

Prerequisite: BUSG 1301 or approval of the Program Chair

ITSC 1301 INTRODUCTION TO COMPUTERS

Lecture: 32 Lab: 32 Credit: 3

Overview of computer information systems. Students will identify the components of a computer system, demonstrate basic understanding of commonly used applications, explain the impact of computers on society, explore computer careers, identify fundamental programming structures, and demonstrate proficiency in basic operating system functions.

ITSW 2334 ADVANCED SPREADSHEETS

Lecture: 32 Lab: 32 Credit: 3

Continuation of the study of spreadsheet skills. Students will create and design macros; use database and data analysis features; and devise solutions using linked worksheets.

Prerequisite: POFI 1301 or approval of the Program Chair

ITSW 2337 ADVANCED DATABASE

Lecture: 32 Lab: 32 Credit: 3

Continuation of the study of database skills. Students will demonstrate knowledge of relational database theory, use advanced capabilities for online collection and distribution of data, and analyze data using advanced database features.

Prerequisite: POFI 1301 or approval of the Program Chair

BUSINESS OFFICE ADMINISTRATION – COURSE DESCRIPTION

MRKG 1301 CUSTOMER RELATIONS

Lecture: 32 Lab: 32 Credit: 3

Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. Students will be able to explain the importance of teamwork in an organization; explain internal and external customer relationships; communicate in a clear and professional manner; and discuss how to diffuse conflict.

MRKG 1311 PRINCIPLES OF MARKETING

Lecture: 48 Lab: 0 Credit: 3

Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation; explain the economic, psychological, sociological, and global factors which influence consumer and organizational decision-making processes; outline a marketing plan; and interpret marketing research data to forecast industry trends and meet customer demands.

POFT 1301 COMPUTER APPLICATIONS

Lecture: 32 Lab: 32 Credit: 3

Overview of computer applications including current terminology and technology. Students will identify the components of a computer system and demonstrate basic proficiency in commonly used applications.

Prerequisite: ITSC 1301 or approval of the Program Chair

POFT 1313 PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL

Lecture: 32 Lab: 32 Credit: 3

Preparation for joining the work force. Students will determine necessary skills for seeking and securing employment, apply problem-solving techniques to complete tasks, identify attitudes and values that contribute to effective work habits, demonstrate how to work effectively as part of a team, exhibit business etiquette, and identify professional attire.

POFT 1328 BUSINESS AND PROFESSIONAL PRESENTATIONS

Lecture: 32 Lab: 32 Credit: 3

Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills. Students will present ceremonial, persuasive, informative, and demonstration presentations; develop visual aids; analyze audiences; communicate in one-on-one and group business meetings; and use active learning and feedback skills.

POFT 2331 ADMINISTRATIVE SYSTEMS CAPSTONE

Lecture: 32 Lab: 48 Credit: 3

Experience in project management and office procedures utilizing integration of previously learned skills. Students will select appropriate materials, procedures, and equipment for assigned tasks; and manage business projects using current technology, critical thinking, and problem-solving skills.

Prerequisite: BMGT 1301, MRKG 1301, POFT 1313, and BMGT 2310 or approval of the Program Chair