BUSINESS OFFICE TECHNOLOGY/ADMINISTRATION – GENERAL OFFICE CURRICULUM GUIDE

NAME: _____   TODAY'S DATE: _____

ANTICIPATED COMPLETION TERM & YEAR _____   DAY/NIGHT:_____

COURSE NAME	COURSE ABBREVIATION	COURSE NUMBER	CREDIT HOURS	GRADE	TERM TAKEN
FIRST SEMESTER (FALL)					
Customer Service	CSRV	1000	3		
Introduction to Formatting	KYBD	1111	3		
Principles of Accounting Part I	ACCT	1100	3		
Business Communications	BUSE	1045	3		
SEMESTER CREDIT HOURS			**12**		
SECOND SEMESTER (SPRING)					
Principles of Accounting Part II	ACCT	1200	3		
Business Math	BUSM	1050	3		
Word Processing	ISYS	1440	3		
Techniques of Speech (AAS Only)	SPCH	1200	3		
SEMESTER CREDIT HOURS (TD/AAS)			**9/12**		
THIRD SEMESTER (SUMMER)					
Spreadsheets	CPTR	1320	3		
Natural Science Elective (AAS Only) Biology, Chemistry, Physical Science, Physics, Geology			3		
SEMESTER CREDIT HOURS (TD/AAS)			**3/6**		
FOURTH SEMESTER (FALL)					
Intermediate Keyboarding	KYBD	1210	3		
Job Seeking Skills	JOBS	2450	2		
Database Management	CPTR	1310	3		
Business Elective			3		
English Composition I (AAS Only)	ENGL	1010	3		
SEMESTER CREDIT HOURS			**11/14**		
FIFTH SEMESTER (SPRING)					
Desktop Publishing	ISYS	1650	3		
Business Elective			3		
Office Procedures	OSYS	2530	3		
College Algebra (AAS Only)	MATH	1100	3		
Social Science Elective* (AAS Only) Economics, Geography, Political Science, Psychology, Sociology			3		
SEMESTER CREDIT HOURS			**9/15**		
TD - Business Office Technology			**44**		
AAS – Business Office Administration			**59**		
REVISED FEBRUARY 2014					

TO BE ADMITTED INTO A BUSINESS OFFICE PROGRAM, a student must meet one of the following criteria:

- **passed Business Computer Applications (BCA) with a "C" or better at an accredited high school**
- **passes a Business Office department test, demonstrating proficiency in computer skills and keyboarding**
- **enrolls in KYBD 1010 and CPTR 1002 in the first semester**

River Parishes Community College
Technical Education Center
Business Office Technology Program
Course Listing w/PR, CR, & CON

Course	Number	Description	Pre-Req	Concurrency
ACCT	1100	Principles of Acct I		
ACCT	1200	Principles of Acct II	ACCT 1100	
ACCT	1250	Payroll Acct	ACCT 1200	
ACCT	1300	Intermediate Acct	ACCT 1200	
ACCT	1400	Advanced Acct	ACCT 1200	
ACCT	1500	Computerized Acct	ACCT 1200	
BTEL	1000	Bank Teller Procedures		
BUSE	1045	Business Communications	Dev. Engl.	
BUSM	1050	Business Math		
BOTH	1120	General Body Structure		
BOTH	1210	Adm. Proc. For Medical Off.		
BOTH	1230	Insurance Billing	BOTH 1120	BOTH 1240
BOTH	1240	Medical Coding		BOTH 1120 **&** BOTH 1230
BOTH	2110	Medical Transcription	KYBD 1111 **&** HESC 1000	
CPTR	1002	Computer Literacy & App.		
CPTR	1310	Database Mgmt.	CPTR 1002	
CPTR	1320	Spreadsheets	CPTR 1002	
CPTR	2640	Advanced Spreadsheets	CPTR 1320	
CSRV	1000	Customer Service		
HESC	1000	Medical Terminology		
ISYS	1440	Word Processing	CPTR 1002	KYBD 1111
ISYS	1650	Desktop Publishing	ISYS 1440	
JOBS	2450	Job Seeking Skills	KYBD 1111 **OR** ISYS 1440	
KYBD	1010	Introductory Keyboarding		
KYBD	1111	Introduction to Formatting		CPTR 1002
KYBD	1210	Advanced Keyboarding	KYBD 1111	
MACH	1350	Machine Transcription	KYBD 1111 **&** ISYS 1440	
OSYS	1100	Records Management		
OSYS	1250	Electronic Calculators		
OSYS	2530	Office Procedures	BUSE 1045 **&** ISYS 1440	

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