

## BUSINESS OFFICE ASSISTANT CERTIFICATE 30116

| Course                                       | Requirement Field | Credits   | Notes   |
|--|-------------------|-----------|---|
| <b>Fall - 1st Semester</b>                   |                   |           |   |
| BUA 101 Introduction to Business             | Core Curriculum   | 3         | Fall & Spring-Online & Face to Face   |
| AIS 214 The Office Professional              | Core Curriculum   | 3         | Fall-Online   |
| AIS 240 Desktop Publishing                   | Core Curriculum   | 3         | Fall-Online   |
| BUS 111 Business Mathematical Calculations   | Core Curriculum   | 3         | Fall & Spring-Online & Face to Face   |
| CMP 101 Introduction to Computers <b>OR</b>  | Core Curriculum   | 3         | Fall & Spring-Online & Face to Face   |
| CMP 103 Intro to Computer Based Systems      |                   |           |   |
| <b>Total Hours</b>                           |                   | <b>15</b> |   |
| Course                                       | Requirement Field | Credits   | Notes   |
| <b>Spring - 2nd Semester</b>                 |                   |           |   |
| AIS 118 Electronic Keyboarding II            | Core Curriculum   | 3         | Fall & Spring-Online & Face to Face; Recommend AIS 117 first                                  |
| AIS 238 Advanced Office Applications         | Core Curriculum   | 3         | Spring-Online   |
| AIS 241 Integrated Business Projects         | Core Curriculum   | 3         | Spring-Online   |
| BUS 101 Fundamentals of Accounting <b>OR</b> | Core Curriculum   | 3         | Fall & Spring-Online & Face to Face; Concurrent enrollment in these two courses not permitted |
| BUA 233 Uses of Accounting Info I            |                   |           |   |
| BUA 259 Business Communications              | Core Curriculum   | 3         | Fall & Spring-Online & Face to Face   |
| <b>Total Hours</b>                           |                   | <b>15</b> |   |
| <b>Total Hours</b>                           |                   | <b>30</b> |   |
| Total Curriculum Requirements (Core)         |                   | 30        |   |

**Notes:** The foregoing is a recommended, or suggested, sequence of courses. Of course, if a student enters the program in the spring, or transfers credit in, the above would have to be modified.

This certificate dictates specific courses that must be taken as part to meet the General Education requirements. Consult your catalog. **All courses must be completed with a grade of "C" or better--Be sure to check the catalog for other changes and requirements.**