

# BUSINESS/OFFICE TECHNOLOGY DIPLOMA

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The 36-37 credit hour Business/Office Technology Diploma meets the needs of employees in the clerical field by developing specific skills to assure job-entry competency.

| Course                          | Title   | Credit Hours |
|---------------------------------|---|--------------|
| <b>First Semester</b>           |   |              |
| <b>Fall</b>                     |   |              |
| BSAD 1170                       | Business English  | 3.0          |
| BSAD 2500                       | Business Mathematics  | 3.0          |
| BSAD 2510                       | Business Computer Systems                                   | 3.0          |
| BSAD 2560                       | Information Management                                      | 3.0          |
| CSCE 1480                       | Input Keyboard Technology II                                | 3.0          |
| Electives (BSAD, CSCE, or INFO) |   | 3.0          |
| <b>Credit Hours</b>             |   | <b>18.0</b>  |
| <b>Second Semester</b>          |   |              |
| <b>Spring</b>                   |   |              |
| ACCT 1025<br>or ACCT 1200       | Introduction to Accounting<br>or Principles of Accounting I | 3.0          |
| BSAD 1070                       | Customer Service  | 3.0          |
| BSAD 2250                       | Business Communications                                     | 3.0          |
| BSAD 2570                       | MS Office Integration                                       | 3.0          |
| BSAD 2580                       | Administrative Proc & Mgmt                                  | 3.0          |
| Electives (BSAD, CSCE, or INFO) |   | 3.0          |
| <b>Credit Hours</b>             |   | <b>18.0</b>  |
| <b>Total Credit Hours</b>       |   | <b>36.0</b>  |

\* This diploma may span two or more semesters