

Northwest Louisiana Technical College

Business Office Administration (AAS)

Business Office Technology (TD)

Program Description & Curriculum

The purpose of this program is to prepare individuals to perform tasks related to the management of marketable skills and career advancement in various areas of business, industry, and health offices. Students will receive hands-on training in office technology, software skills, customer service, and strong work ethics for success in the workplace.

Degrees/Certificates

Associate of Applied Science (AAS)

Technical Diploma (TD)

Certificate of Technical Studies (CTS)

Technical Competency Area (TCA)

Available degrees and certificates may vary at each campus. Check with your local campus for more information.

CIP 520401

Business Office Administration CURRICULUM				
Course #	Course Title	Lecture/ Lab Hours	Credit Hours	Clock Hours
Pre-Requisite courses				
CPTR 1002	Computer Literacy & Applications	3/0	3	45
KYBD 1010	Introduction to Keyboarding	3/0	3	45
Core Courses for all Concentration Areas				
ORNT 1000	Freshman Seminar	1/0	1	15
CSRV 1000	Customer Service	3/0	3	45
KYBD 1200	Word Processing	2/1	3	75
TCA – Customer Service Specialist			7	135
<i>The TCA – Customer Service Specialist PLUS the following courses comprise the INFORMATION TECHNOLOGY CONCENTRATION</i>				
INTE 1100	Installation and Troubleshooting, Part I	1/2	3	90
INTE 1110	Installation and Troubleshooting, Part II	1/2	3	90
INTE 1200	Operating Systems	1/2	3	90
INTE 1210	Introduction to Programming	1/2	3	90
INTE 1300	Internet Applications	1/2	3	90
INCT 1900	Web Page Design	1/2	3	90
INTE 2261	Desktop Support	1/2	3	90
CTS – Information Technology Specialist			28	765
BUSF 1050	Personal Finance	3/0	3	45
CPTR 1320	Spreadsheets	2/1	3	75
BUSM 1050	Business Math	3/0	3	60
ACCT 1100	Principles of Accounting, Part I	2/1	3	75
BUSE 1100	Business English	3/0	3	60
JOBS 2450	Job Seeking Skills	2/0	2	30
TD – BOT (Information Technology Concentration)			45	1140
<i>The TCA – Customer Service Specialist PLUS the following courses comprise the ACCOUNTING CONCENTRATION</i>				
ACCT 1100	Principles of Accounting, Part I	2/1	3	75
ACCT 1200	Principles of Accounting, Part II	2/1	3	75
ACCT 1250	Payroll Accounting	0/3	3	45
OSYS 1100	Records Management	3/0	3	45

Program Description & Curriculum

OSYS 2530	Office Procedures	3/0	3	45
OSYS 1250	Business Calculators	3/0	3	45
ACCT 1500	Computerized Accounting	2/1	3	60
CTS – Accounting Office Specialist			28	525
BUSF 1050	Personal Finance	3/0	3	45
CPTR 1320	Spreadsheets	2/1	3	75
BUSM 1050	Business Math	3/0	3	60
BUSE 1100	Business English	3/0	3	60
BADM 1050	General Business Administration	3/0	3	45
JOBS 2450	Job Seeking Skills	2/0	2	30
TD – BOT (Accounting Concentration)			45	840
<i>The TCA – Customer Service Specialist PLUS the following courses comprise the MEDICAL OFFICE CONCENTRATION</i>				
BOTH 1300	Medical Office Terminology	3/0	3	45
BOTH 1120	General Body Structure	3/0	3	45
BOTH 1210	Administrative Procedures for Medical Offices	3/0	3	45
BOTH 2110	Medical Office Transcription	3/0	3	45
OSYS 1100	Records Management	3/0	3	45
BOTH 1230	Insurance Billing	3/0	3	45
BOTH 1240	Coding	3/0	3	45
CTS – Medical Office Specialist			28	450
BUSF 1050	Personal Finance	3/0	3	45
CPTR 1320	Spreadsheets	2/1	3	75
BUSM 1050	Business Math	3/0	3	60
ACCT 1100	Principles of Accounting, Part I	2/1	3	75
BUSE 1100	Business English	3/0	3	60
JOBS 2450	Job Seeking Skills	2/0	2	30
TD – BOT (Medical Office Concentration)			45	795
<i>Any TD concentration PLUS the following courses comprise the ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)</i>				
ENGL 1015	English Composition	3/0	3	45
MATH 1015	College Algebra	3/0	3	45
PSYC 2015	Introduction to Psychology	3/0	3	45
PHSC 1015	Physical Science	3/0	3	45
SPCH 1015	Introduction to Public Speaking	3/0	3	45
Gen Ed Courses			15	225
AAS – Business Office Administration (Gen Ed Courses PLUS any BOT Technical Diploma)			60	Will vary
<i>With approval from the Chief Academic Officer/designee, the following courses may be substituted for course requirements.</i>				
SPPR 2991	Special Projects I	0/1	1	30
SPPR 2993	Special Projects II	0/2	2	60
SPPR 2995	Special Projects III	0/3	3	90
SPPR 2996	Special Projects IV	3/0	3	45
SPPR 2998	Special Projects V	1/0	1	15
SPPR 2997	Practicum	0/3	3	135
SPPR 2999	Cooperative Education	0/3	3	135
Additional Exit Point				
<i>The TCA – Customer Service Specialist PLUS the following courses comprise the CTS – Office Assistant Specialist</i>				
CPTR 1320	Spreadsheets	2/1	3	75
BUSM 1050	Business Math	3/0	3	60
ACCT 1100	Principles of Accounting, Part I	2/1	3	75
BUSE 1100	Business English	3/0	3	60
CTS – Office Assistant Specialist			19	405