



BUSINESS OFFICE ADMINISTRATION

Program Description & Curriculum

About the Program

The Business Office Administration curriculum is comprised of various exit points and concentrations. Students select a credential/concentration to enroll with guidance from the Director of Student Affairs.

Courses are required to be taken only once if successfully completed to satisfy exit credentials. The student's advisor will assist in proper course scheduling to obtain exit credential/concentration. The following are the course outlines of the various exit options available via the Business Office Administration curriculum. Contact the Director of

Student Affairs at the South Central Louisiana Technical College (SCL) campus of your choice for more information regarding admission into the program.

Degrees/Certificates

- Associate of Applied Science Degree (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
The following courses are required of ALL exit points (prerequisites):				
CPTR 1002	Computer Literacy and Applications	3/0	3	45
KYBD 1010	Introductory Keyboarding	3/0	3	45
The following courses are required of all concentration areas (core courses):				
ORNT 1000	Student College Career Success Seminar	1/0	1	15
CSRV 1000	Customer Service	3/0	3	45
BUSE 1030	Business English	3/0	3	45
KYBD 1111	Introduction to Formatting	1/2	3	75
OSYS 1100	Records Management	3/0	3	45
TCA: General Clerk			13	225
GENERAL OFFICE CONCENTRATION				
ACCT 1100	Principles of Accounting Part I	1/2	3	75
BUSM 1050	Business Math	2/1	3	60
BUSE 1045	Business Communications	3/0	3	45
CPTR 1320	Spreadsheets	1/2	3	75
CPTR 1310	Database Management	2/1	3	60
ISYS 1440	Word Processing	1/2	3	75
ACCT 1200	Principles of Accounting Part II	1/2	3	75
CTS: Office Assistant Specialist (Includes TCA-General Clerk)			34	690
ISYS 1650	Desktop Publishing	2/1	3	60
MATR 1350	Machine Transcription	3/0	3	45
OSYS 2530	Office Procedures	3/0	3	45
JOBS 2450	Job Seeking Skills	2/0	2	30
TD: Business Office Technology-General Office Concentration			45	870
ACCOUNTING OFFICE CONCENTRATION				
ACCT 1100	Principles of Accounting Part I	1/2	3	75
ACCT 1200	Principles of Accounting Part II	1/2	3	75
BUSM 1050	Business Math	2/1	3	60
BUSE 1045	Business Communications	3/0	3	45
CPTR 1320	Spreadsheets	1/2	3	75
ISYS 1440	Word Processing	1/2	3	75
ACCT 1250	Payroll Accounting	3/0	3	45
CTS: Accounting Office Specialist (Includes TCA-General Clerk)			34	675
ACCT 1300	Intermediate Accounting	2/1	3	60
ACCT 1400	Advanced Accounting	2/1	3	60
ACCT 1500	Computerized Accounting	2/1	3	60
JOBS 2450	Job Seeking Skills	2/0	2	30
TD: Business Office Technology-Accounting Concentration			45	885

Course #	Course Title	Lecture/Lab Hours	Credit Hours	Clock Hours
COMPUTER APPLICATIONS CONCENTRATION				
ACCT 1100	Principles of Accounting Part I	1/2	3	75
BUSM 1050	Business Math	2/1	3	60
BUSE 1045	Business Communications	3/0	3	45
CPTR 1320	Spreadsheets	1/2	3	75
CPTR 1310	Database Management	2/1	3	60
ISYS 1440	Word Processing	1/2	3	75
ACCT 1200	Principles of Accounting Part II	1/2	3	75
CTS: Office Assistant Specialist (Includes TCA-General Clerk)			34	690
CPTR 1200	Introduction to Operating Systems	3/0	3	45
CPTR 1600	Presentation Software	3/0	3	45
CPTR 1400	Introduction to Networking Technologies	3/0	3	45
JOBS 2450	Job Seeking Skills	2/0	2	30
TD: Business Office Technology-Computer Applications Concentration (includes TCA-General Clerk and CTS-Office Assistant Specialist)			45	855
LEGAL OFFICE CONCENTRATION				
ACCT 1100	Principles of Accounting Part I	1/2	3	75
ACCT 1200	Principles of Accounting Part II	1/2	3	75
BUSM 1050	Business Math	2/1	3	60
BUSE 1045	Business Communications	3/0	3	45
BUSI 1000	Business Law	3/0	3	45
BOTL 1300	Legal Terminology	3/0	3	45
BOTL 2110	Legal Transcription	3/0	3	45
CTS: Legal Office Specialist (includes TCA-General Clerk)			34	615
CPTR 1320	Spreadsheets	1/2	3	75
ACCT 1500	Computerized Accounting	2/1	3	60
BOTL 1210	Legal Administrative Procedures	3/0	3	45
JOBS 2450	Job Seeking Skills	2/0	2	30
	Electives	9/0	9	135
TD: Business Office Technology-Legal Office Assistant Concentration			45	825
MEDICAL OFFICE ASSISTANT CONCENTRATION				
BUSE 1045	Business Communications	3/0	3	45
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
ACCT 1100	Principles of Accounting Part I	1/2	3	75
BUSM 1050	Business Math	2/3	3	60
BOTH 2110	Medical Office Transcription	3/0	3	45
CTS: Medical Office Specialist (includes TCA-General Clerk)			34	585
BOTH 1230	Insurance Billing	3/0	3	45
BOTH 1240	Coding	3/0	3	45
BOTH 1250	Advanced Coding	1/2	3	75
JOBS 2450	Job Seeking Skills	2/0	2	30
TD: Business Office Technology-Medical Office Assistant Concentration			45	780
Medical Office Assistant Additional Exit Points:				
BOTH 1120	General Body Structure	3/0	3	45
BOTH 1300	Medical Office Terminology	3/0	3	45
BOTH 1230	Insurance Billing	3/0	3	45
BOTH 1240	Coding	3/0	3	45
BOTH 1250	Advanced Coding	1/2	3	75
TCA: Medical Records/Billing Clerk			15	255
OSYS 1100	Records Management	3/0	3	45
BOTH 1210	Administrative Procedures for Medical Offices	3/0	3	45
BOTH 2110	Medical Office Transcription	3/0	3	45
CTS: Medical Records/Billing Specialist (includes TCA Medical Records /Billing Clerk)			24	390
Course #	Course Title	Lecture/Lab Hours	Credit Hours	Clock Hours

Any Technical Diploma (TD) Concentration PLUS the following general education courses will result in an Associate of Applied Science Degree in Business Office Administration.				
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 I	3/0	3	45
SPCH 1015	Introduction to Public Speaking	3/0	3	45
Associate of Applied Science (AAS): Business Office Administration			60	*

Additional Exit Points (prerequisite courses are required of each exit point):				
ORNT 1000	Student College Career Success Seminar	1/0	1	15
BUSE 1030	Business English	3/0	3	45
BUSE 1045	Business Communications	3/0	3	45
CSRV 1000	Customer Service	3/0	3	45
JOBS 2450	Job Seeking Skills	2/0	2	30
CCRV 1000	Telephone Sales & Skills	3/0	3	45
CCRV 1100	Call Center Procedures	3/0	3	45
TCA: Call Center Representative			18	270
ORNT 1000	Student College Career Success Seminar	1/0	1	15
KYBD 1111	Introduction to Formatting	1/2	3	75
HURM 1000	Employment Law & Regulations	3/0	3	45
HURM 1100	Training and Development	3/0	3	45
HURM 1200	Recruiting, Selecting & Personnel Planning	3/0	3	45
HURM 1300	Compensation and Benefits	3/0	3	45
JOBS 2450	Job Seeking Skills	2/0	2	30
TCA: Human Resource Specialist			18	300
ORNT 1000	Student College Career Success Seminar	1/0	1	15
BUSM 1050	Business Math	2/1	3	60
BTEL 1000	Bank Teller Procedures	3/0	3	45
CSRV 1000	Customer Service	3/0	3	45
JOBS 2450	Job Seeking Skills	2/0	2	30
ACCT 1100	Principles of Accounting Part I	1/2	3	75
TCA: Bank Teller			15	270
Electives:				
ACCT 1115	Principles of Accounting, Part I LAB	0/1	1	30
ACCT 1215	Principles of Accounting, Part II LAB	0/1	1	30
ACCT 1300	Intermediate Accounting	2/1	3	60
ACCT 1400	Advanced Accounting	2/1	3	60
ACCT 1500	Computerized Accounting	2/1	3	60
BOTH 1120	General Body Structure	3/0	3	45
BOTH 1210	Administrative Procedures for Medical Office	3/0	3	45
BOTH 1230	Insurance Billing	3/0	3	45
BOTH 1240	Coding	3/0	3	45
BOTH 1250	Advanced Coding	1/2	3	75
BOTH 1300	Medical Office Terminology	3/0	3	45
BOTH 2110	Medical Office Transcription	3/0	3	45
BOTL 1210	Legal Administrative Procedures	3/0	3	45
BOTL 1300	Legal Terminology	3/0	3	45
BOTL 2110	Legal Transcription	3/0	3	45
BTEL 1000	Bank Teller Procedures	3/0	3	45
BUSI 1000	Business Law	3/0	3	45
BUSI 2115	Transcription Lab	0/1	1	30
CCRV 1000	Telephone Sales & Skills	3/0	3	45
CCRV 1100	Call Center Procedures	3/0	3	45
HURM 1400	Principles of Management	3/0	3	45
HURM 1500	People Skills	3/0	3	45

* The total clock hours will vary based on the total hours in the TD concentration.

Course #	Course Title	Lecture/Lab Hours	Credit Hours	Clock Hours
HURM 1600	Human Resource Management	3/0	3	45
HURM 1700	Diversity in Management	3/0	3	45
ISYS 1400	Windows Applications, Part I	3/0	3	45
ISYS 1410	Windows Applications, Part II	3/0	3	45
ISYS 1420	Windows Applications, Part III	1/2	3	75
ISYS 1430	Windows Applications, Part IV	1/2	3	75
KYBD 1115	Introduction to Formatting LAB	0/1	1	30
OSYS 1250	Business Calculators	3/0	3	45
TECE 1000	English for Technical Applications	3/0	3	45
TECM 1000	Math for Technical Applications	3/0	3	45