

MOBERLY AREA COMMUNITY COLLEGE
Associate of Applied Science – Business Office Administration

Name: _____ ID#: _____ Date: _____

This academic map is a suggested semester-by-semester schedule of courses based upon the AAS degree requirements as outlined in the academic catalog. In order for you to graduate in two years, specific milestones, courses and other requirements (e.g. prerequisites) must be met in a timely manner. Additionally, keep in mind this map does not substitute for academic advisement. If you have questions, see your advisor and refer to the MACC website for current information. Finally, enrolling for courses during the summer session is an option and can reduce your regular course load and allow you to stay on track to graduate in two years.

Taken	Course	Semester	Hours	Milestone*
		First Semester		
	ACC100 <u>or</u> ACC101	Small Business Accounting <u>or</u> Elementary Accounting I	3	
	BOA100	Keyboarding	1	
	BOA106	^Introduction to Business Office Administration	1	
	BOA108	^Word Processing Concepts Using Microsoft Word	3	
	BOA165	Presentation Skills Using Microsoft PowerPoint	3	
	BOA181	Business Terminology**	3	
	LAL101	^Composition I	3	LAL101
	SKL101	College Orientation	1	SKL101
			18	
		Second Semester		
	BOA120	^Customer Service	3	
	BOA140	Personal Information Management Using Microsoft Outlook	1	
	BOA151	Records Management	3	
	BOA152	^Business Math/Electronic Calculations	3	BOA152
	BOA266	^Advanced Word Processing Using Microsoft Word	3	
	BUS150	^Business Communication	3	BUS150
			16	
		Third Semester		
		<u>Biological or Physical Science</u> **	3	
	BOA261	Spreadsheet Applications Using Microsoft Excel	3	
		Directed Electives***	6	
		<u>Humanities</u> ** (Bioethics, Ethics, or Logic Preferred)	3	
			15	
		Fourth Semester		
	BOA264	Database Management Using Microsoft Access	3	
	BOA292	^Business Office Administration Capstone	3	
		Directed Electives***	6	
	HST105 <u>or</u> HST106 <u>or</u> PSC105	American History to 1865 <u>or</u> American History from 1865 <u>or</u> Functions & Policies of American Government	3	
	SKL250 <u>or</u> BOA295	Employment Seminar <u>or</u> ^Business Office Administration Internship	1-2	
			16-17	
		Total Hours for Degree	65-66	

(See Next Page for Additional Information)

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Students who want to work in a medical office should substitute: Human Anatomy for the science requirement, Physiology for a directed elective, Medical Terminology for Business Terminology, and Bioethics for the humanities requirement.

^Please refer to the course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the co-requisite course(s).

*****Directed Electives**

ACC110 Personal Finance

ACC214 Computerized Accounting Applications Using QuickBooks

ACC218 Payroll Accounting

BIO209 Physiology (For students who plan to work in a medical office.)

BUS100 Introduction to Business

BUS112 Principles of Management

BUS120 Business Law I

CIT145 Web Design I

MKT105 Principles of Marketing

MKT110 Advertising