

Northshore Technical Community College

STUDENT DEGREE AUDIT CHECKLIST

STUDENT NAME: _____ SEMESTER ENTERED PROGRAM: _____

STUDENT LoLA ID: _____ STUDENT PROGRAM: **Business Office Administration**

ANTICIPATED GRADUATION DATE: _____ STUDENT SIGNATURE _____

ACT/ASSET/COMPASS/ACCUPLACER SCORES: MATH _____ ENGLISH _____

Course	Title	Credit	Semester	Grade
Developmental Courses				
ENGL 0098	Developmental English I	3		
MATH 0098	Developmental Math I	3		
KYBD 1111 College Keyboarding				
KYBD 1111	College Keyboarding	3		
CPTR 1002 or CPTR 1500	Computer Literacy & Apps. or Introduction to Computers	3		
BUSN 1100	Introduction to Business	3		
CRSV 1000	Customer Service	3		
TCA General Clerk (CIP 520401)		12		
KYBD 1010	Intro to Keyboarding	3		
CSSK 1000	College Success	1		
ACCT 2100	Financial Accounting	3		
BUSN 1000	Business Communications	3		
BUSN 1010	Business Math	3		
Program Core Total		25		
In order to complete a Technical Diploma or Associate of Applied Science, one of the following Certificates of Technical Studies must be selected:				
BUSO 1320	Introduction to Spreadsheets	3		
BUSO 1310	Introduction to Database Mgmt.	3		
BUSO 1440	Basic Word Processing	3		
BUSO 1650	Basic Desktop Publishing	3		
BUSO 2530	Office Procedures	3		
BUSO 1100	Records and Information Mgmt.	3		
Elective		3		
CTS Office Assistant Specialist (CIP 520401)		21		
BOTH 1230	Insurance Billing & Coding	3		
BOTH 1250	Advanced Coding	3		
BOTH 2110	Medical Office Transcription	3		
BOTH 1350	Gen. Body Structure/Med. Office Term.	3		
BOTH 1210	Admin Procedures for Medical Office	3		
BUSO 1100	Records and Information Mgmt.	3		
*BOTH 1400	Electronic Health Records (EHR)	3		
CTS Medical Records Office Specialist (CIP 520401)		21		
* BOTH 1400 substitution allowed upon approval from the Dean of Technical Studies.				

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TD Business Office Technology (CIP 520401)		46		
General Education Core				
ENGL 1015	English Composition I	3		
Math Elective: MATH 1005, MATH 1015, or MATH 1500		3		
Natural Science Elective:		3		
Behavioral Science Elective:		3		
Humanities Elective or SPCH 1015:		3		
AAS Business Office Administration (CIP 520401)		61		
Additional electives can be chosen from the following list:				
ACCT 1500	Computerized Accounting	3		
BUSO 1350	Machine Transcription	3		
BUSO 1420	Advanced Spreadsheets	3		
BUSO 1410	Advanced Database Mgmt.	3		
BUSO 1540	Advanced Word-processing	3		
BUSN 2040	Intro. To International Business	3		
BUSN 2050	Business Statistics	3		
BUSN 2060	Money and Banking	3		
ECON 2010	Principles of Macro Economics	3		
ECON 2020	Principles of Micro Economics	3		
BUSN 2010	Principles of Marketing	3		
BUSN 2020	Principles of Management	3		
BUSN 2030	Business Law	3		

Credential Awarded	Date	Faculty Signature	Student Affairs
TCA General Clerk (CIP 520401)			
CTS Office Assistant Specialist (CIP 520401)			
CTS Medical Records Office Specialist (CIP 520401)			
TD Business Office Technology (CIP 520401)			
AAS Business Office Administration (CIP 520401)			