



Associate of Applied Science Business Office Concentration 2022-2024

Summer 2022 Semester	Hours	Format
Block 2- BUSN 1350 Sales and Service	3	On ground/Zoom/ITV
Block 3- ADMN 2390 Capstone Experience	3	On ground/Zoom/ITV

Fall 2022 Semester	Hours	Format
Block 1 & 2- READ 0810 Learning Support Reading	3	On ground/Zoom/ITV
Block 1 & 2- MSCC 1300 First Year Experience	3	On ground/Zoom/ITV
Block 1-ENGL 1010 English 1	3	On ground/Zoom/ITV
Block 1, 2, & 3- ENGL 1010 English 1	3	Online
Block 1 & 2- READ 0810 Learning Support Reading	3	Online
Block 1 & 2- MSCC 1300 First Year Experience	3	Online
Block 3- INFS 1010 Computer Applications	3	On ground/Zoom/ITV
Block 1, 2, & 3- ADMN 1302 Keyboarding/Formatting I	3	Online
Block 1, 2, & 3- BUSN 1305 Introduction to Business	3	Online



Spring 2023 Semester	Hours	Format
Block 1 & 2- ENGL 0810 Learning Support Writing	3	On ground/Zoom/ITV
Block 1 & 2- ENGL 1010 English Composition I	3	On ground/Zoom/ITV
Block 3- COMM 2025 Fundamentals of Communication	3	On ground/Zoom/ITV
Block 1 & 2- MSCC 1300 First Year Experience	3	On ground/Zoom/ITV
Block 1, 2, & 3- ADMN 1311 Word Processing I	3	On ground/Zoom/ITV
Block 1, 2, & 3- BUSN 1310 Business Communications	3	On ground/Zoom/ITV

Summer 2023 Semester	Hours	Format
Block 1- BUSN 2330 Principles of Management	3	On ground/Zoom/ITV, Online
Block 2- ACCT 1010 Accounting 1	3	On ground/Zoom/ITV
Block 2 & 3- THEA 1030, MUS 1030 or ART 1035	3	Online
Block 3- BUSN 2370 Legal Environment of Business	3	On ground/Zoom/ITV

Fall 2023 Semester	Hours	Format
Block 1- MATH 1010 Math for General Studies	3	On ground/Zoom/ITV
Block 2- BUSN 1320 Business Calculations	3	On ground/Zoom/ITV
Block 3- ADMN 1308 Office Procedures	3	On ground/Zoom/ITV



Spring 2024 Semester	Hours	Dates
Block 1- ECON 2100 Macroeconomics	3	On ground/Zoom/ITV
Block 2- ADMN 1313 Introduction to Spreadsheets	3	On ground/Zoom/ITV
Block 3- BUSN 2375 Career Development	3	On ground/Zoom/ITV
Block 3- BUSN 2380 Principles of Marketing	3	Online
Block 1,2, and 3- BUSN 1305 Introduction to Business	3	Online
Block 1,2, and 3- COMM 2025 Fundamentals of Communication	3	Online

* Tentative schedule for each semester. Classes/format are subject to change.