

**Career Cluster:** Business,  
Management & Administration  
**Pathway:** Business Administration  
**Program:** Business Office  
Administration- General Office

### Student Support Services:

- Dual Enrollment\*\*\*
- 504 and Special Education Support Services\*
- Homeless Liaison\*
- Food Pantry\*
- Credit Transfer Agreements\*\*\*
- Students with Disabilities Support Services\*\*\*
- Campus Counselor/Personal Crisis Intervention\*
- Federal Financial Aid Counselors
- Learning Commons, Library, Tutoring Center\*\*\*
- Early Alert System\*\*
- Career and Technical Student Organizations\*\*
- Career Guidance and Academic Counseling (and Job Placement)\*\*\*

\*High School Support Service

\*\*College Support Service

\*\*\*High School and College Support Service

() Perkins Non -Funded Course



	(040400)	Business Computer Applications
	(040401)	Intro Business Computer App
<b>E</b>		Adult Ed, High School Graduate, Secondary,
	CPTR 1002	Comp Lit & Applications
	KYBD 1010	Introduction to Keyboarding
<b>D</b>	BUSE 1030	Business English
	ORNT 1000	Freshman Seminar
	CSRV 1000	Customer Service
<b>U</b>	BUSM 1050	Business Math
	ISYS 1440	Word Processing
	BUSI 1030	Intro to Business
<b>C</b>	BUSO 1100	Records & Information Management
	ACCT 1100	Principles of Acct, Part I
	ACCT 1500	Computerized Accounting
<b>A</b>	ISYS 1540	Advanced Word Processing
	BUSE 1045	Business Communications
	CPTR 1320	Spreadsheets
<b>T</b>	OSYS 2530	Office Procedures
	CPTR 1420	Advanced Spreadsheets
		Approved Business Elective
		Approved Elective
<b>I</b>	JOBS 2450	Job Seeking Skills
	ENGL 1010	English Composition I Math Elective Behavioral/Social Science Elective Natural Science Humanities Elective
<b>O</b>		
		AAS-BOA General
<b>N</b>		Bachelor Degree
		<b>Bachelor of Business Administration</b> <b>Bachelor of Business Management</b> <b>Bachelor of Science, Business</b>

### Occupational Outlook:

\*Louisiana Workforce Commission –2026

4 Star Occupation Example:

Bill and Account Collectors  
2018 Average Annual Wage:  
\$ 30,782 – 41,820

**CTC-Software Applications ISYS 1440, CPTR 1310, 1320** **CTC-Customer Service Rep CPTR 1002 or BUSE 1030 and CSRV 1000**

**CTS-Customer Service Specialist**

**CTS- Administrative Assistant**

**TD- Business Technology**

**CPTR 1002 or BUSI 1030- IC3 Digital Literacy Certification**  
**CSRV 1000- National Retail Foundation Certification**  
**ISYS 1440- MOS Certification – Microsoft Word**  
**CPTR 1320- MOS Certification – Microsoft Excel**

