

**NSCC Administrative Professional Technology A.A.S. Degree
Business Office Concentration**

General Education Requirements Before Common Curriculum Alignment			General Education Requirements After Common Curriculum Alignment		
Course Rubric & Number	Course Title	Credit Hours	Course Rubric & Number	Course Title	Credit Hours
ENGL 1010	English Composition I	3	ENGL 1010	English Composition I	3
SPCH 1010 or SPCH 1112	Speech (choose one) Fundamentals of Speech Comm or Speech	3	Speech 1010 or SPCH 1112	Speech (choose one) Fundamentals of Speech or Speech	3
MATH 1530 or MATH 1630	Mathematics Elective (choose one) Probability/Statistics or Finite Mathematics	3	MATH 1530 or MATH 1630	Mathematics Elective (choose one) Probability/Statistics or Finite Mathematics	3
Humanities Elective		3	MUS 1030 or ART 1030	Humanities/Fine Arts Elective (choose one) Music Appreciation or Art Appreciation	3
ECON 2010 or ECON 2020	Social Sciences Elective (choose one) Macroeconomics or Microeconomics	3	ECON 2010 or ECON 2020	Social Sciences Elective (choose one) Macroeconomics or Microeconomics	3

Office Administration Course Requirements Business Office Professional Concentration Before Common Curriculum Alignment			Administrative Professional Technology Course Business Office Concentration Requirements After Common Curriculum Alignment		
Course Rubric & Number	Course Title	Credit Hours	Course Rubric & Number	Course Title	Credit Hours
OAD 1100	Keyboarding/Formatting	3	ADMN 1302	Keyboarding/Formatting I	3
OAD 1116	Business English	3	ADMN 1305	Business English	3
OAD 2840	Office Procedures	3	ADMN 1308	Office Procedures	3
OAD 1117	Business Communications	3	ADMN 1310	Business Communications	3
OAD 1225	Word	3	ADMIN 1311	Word Processing I	3
OAD 1235	Excel®	3	ADMN 1313	Spreadsheet Applications	3
OAD 2125	Access®	3	ADMN 2330	Database Applications	3
OAD 2950	Office Professional Capstone	3	ADMN 2390	Capstone Experience for APT	3
ACCT 1010	Principles of Accounting I	3	ACCT 1010	Principles of Accounting I	3
BUSN 1305	Introduction to Business	3	BUSN 1305	Introduction to Business	3
BUSN 1350 or CPT 1010	Technical Elective (choose one) Sales and Service or User Support/Help Desk	3	BUSN 1350	Sales and Service	3
BUSN 2300 or BUSN 2370	Business Elective (choose one) Business Ethics or Legal Environment of Business	3	BUSN 2300 or BUSN 2370	Business Elective (choose one) Business Ethics or Legal Environment of Business	3

BUSN 2330	Principles of Management	3		BUSN 2330	Principles of Management	3
BUSN 2340 or BUSN 2350	Business Elective (choose one) Human Resource Management or Organizational Behavior	3		BUSN 2340 or BUSN 2350	Business Elective (choose one) Human Resource Management or Organizational Behavior	3
INFS 1010	Computer Applications	3		BUSN 1360	Software Applications for Business	3
Total Required—Office Administration A.A.S. Degree Business Office Professional Concentration		60		Total Required—Administrative Professional Technology A.A.S. Degree Business Office Concentration		60