

Jump Start 2.0 Associate of Applied Science: Business Office Administration (General Concentration)

Postsecondary Partner: [Central Louisiana Technical Community College](#)

Overview

This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling, travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards and legal requirements.

Capstone Credentials

Regional (emerging)	Basic	Advanced	Fast Forward Advanced Plus
Career and Technical Certificate: Software Applications	Certificate of Technical Studies: Customer Service Specialist Certificate of Technical Studies: Administrative Assistance Career and Technical Certificate: Customer Service Representative	Technical Diploma: Business Administration (General Concentration)	Associate of Applied Science: Business Administration (General Concentration)

**Core Academic Course*

***Jump Start CTE Course*

Grade 9	
Semester 1	Semester 2
LDOE Course/Code	LDOE Course/Code
*English I 120331	*American Government 220502
*Math Essentials 160351	*Algebra I 160321
**Computer Literacy and Applications CPTR 1002/DE Intro to Bus Comp Apps 850039	**Word Processing ISYS 1440/DE Word Processing 040203
*Physical Education I 190105	*Physical Science 150802

Grade 10	
Semester 1	Semester 2
LDOE Course/Code	LDOE Course/Code
*English II 120332	*Biology 150301
*Geometry 160323	*U.S. History 220403
**Entrepreneurship I 041038	*½ Physical Education II 190106 ½ Health Education 190500
**Technical Reading and Writing 125010	**Intro to Financial Accounting CACC 2113 or Principles of Accounting I CACC 2313/DE DE Accounting I 850002

Additional and/or equivalent TOPS core aligned courses can be found in Bulletin 741.

Grade 11			
Semester 1		Semester 2	
Postsecondary Course	LDOE Course/Code	Postsecondary Course	LDOE Course/Code
*Business Mathematics BUSM 1050	*DE Business Math 040307	*Business English BUSE 1030	*DE Business English 125020
**Customer Service CSRV 1000	**DE Customer Service 041001	**Keyboarding KYBD 1010	**DE Keyboarding 040229
**Freshman Seminar ORNT 1000	**DE Freshman Seminar 890204	Records and Information Management BUSO 1100	**DE Records and Information Management 890402
**Computerized Accounting ACCT 1500	**DE Accounting II 040104	Spreadsheets CPTR 1320	**DE Spreadsheets 890348
**Introduction to Business BUSI 1030	**DE Introduction to Business 890400	Advanced Word Processing ISYS 1540	**DE Advanced Word Processing 890345
**Office Procedures OSYS 2530	**DE Office Procedures 890401	**Business Communications BUSE	**DE Business Communications 040305

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Grade 12			
Semester 1		Semester 2	
Postsecondary Course	LDOE Course/Code	Postsecondary Course	LDOE Course/Code
* English Composition I ENGL 1010	*English IV: DE - CENL 1013 English Composition I 120606	Natural Science Elective	TBD by course selected
Math Elective	TBD by course selected	Humanities Elective	TBD by course selected
**Advanced Spreadsheets CPTR 1420	**DE Advanced Spreadsheets 890344	Approved Business Elective	TBD by course selected
Behavioral/Social Science Elective	TBD by course selected	Behavioral/Social Science Elective	TBD by course selected
Approved Elective	TBD by course selected	**Job Seeking Skills JOBS 2450	**DE Job Seeking Skills 890421

This pathway framework is an outline of how the approved courses can be implemented. Schools may opt to rearrange the order of course sequencing in order to meet local scheduling requirements. Additionally, Fast Forward pathways are dynamic and the Jump Start Review panel will consider course equivalents on an as needed basis.