

Jump Start 2.0 Associate of Applied Science: Business Office Administration General Concentration
Postsecondary Partner: Central Louisiana Technical Community College

Overview

The AAS in Business Office Administration, General Office Concentration prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling, and 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 (LCTCS)* -Louisiana Micro-Enterprise (MEC)	-Certificate of Technical Studies: Customer Service Specialist -Certificate of Technical Studies: Administrative Assistant	-Technical Diploma: Business Office Technology General Office Concentration	-Associate of Applied Science: Business Office Administration General Office Concentration

*Core Academic Course
 **Jump Start CTE Course

Grade 9	
Semester 1	Semester 2
*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
*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	** Principles of Accounting I 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
**Intro to Financial Accounting ACCT 2100	**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 1045	**DE Business Communications 040305

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.