

Jump Start 2.0 Associate of Applied Science: Business Office Administration

Postsecondary Partner: [Louisiana Delta Community College](#)

Overview:

The Associate of Applied Science in Business Office Administration prepares individuals to acquire marketable skills for entry-level employment positions and career advancement in various areas of business, industry and government offices. Students will receive hands-on training in office technology software skills using Word, Excel, Access and Publisher. Coursework in business calculators, records management, business communication, math, accounting and office procedures is also included in the curriculum. This program provides students with safe and efficient work practices, basic occupational skills, customer service, job-seeking skills, employability skills and strong work ethics required for success in the workplace.

Capstone Credentials

Regional (emerging)	Basic	Advanced	Fast Forward Advanced Plus
-Career and Technical Certificate in General Clerk - Microsoft Access - Microsoft Word , PowerPoint and Excel - Customer Service	-Certificate of Technical Studies: Office Assistant Specialist	-Technical Diploma :Business Office Technology General Office Concentration	-Associate of Applied Science: Business Office Administration

*Core Academic Course

**Jump Start CTE Course

Grade 9	
Semester 1	Semester 2
LDOE Course/Code	LDOE Course/Code
*English I 120331	*Physical Education I 190105
*Algebra I 160321	*Civics 220501/220504
**Quest for Success 080411 or Jobs for America's Graduates 1 042010	*Agriscience II 010302 or Environmental Science 150310
**Intro to Bus Comp Apps 040401 or Agriscience I 010301	**Cyber Society (NICERC Partnership) 040218

Grade 10	
Semester 1	Semester 2
LDOE Course/Code	LDOE Course/Code
*English II 120332	*Biology 150301
*Algebra II 160322 or Financial Literacy 160345	*U.S. History 220403
*½ Physical Education II 190106 ½ Health Education 190500	**Basic Keyboarding KYBD 1010 and Introduction to Formatting KYBD 1111/DE Keyboarding 040229
**Jobs for America's Graduates 2 042020 or Workplace Safety 311923	**Customer Service CSRV 1000/DE Customer Service 041001

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 English BUSE 1030	*DE Business English 125020	*English Composition I ENGL 101	*English III: DE - CENL 1013 English Composition I 120601
*Business Math BUSM 1050	*DE Business Math 040307	**Word Processing ISYS 1440	**DE Word Processing 040203
Freshman Seminar ORNT 1000	DE Freshman Seminar 890204	**Introduction Database Management CPTR 1310	**DE Databases Design and Programming 080501
**Computer Literacy and Applications CPTR 1002	**DE Computer Literacy and Applications 890347	**Principles of Accounting Part I ACCT 1100	**DE Accounting I 040101
**Business Communication BUSE 1045	**DE Business Communications 125030	**Principles of Accounting Part II ACCT 1200	**DE Accounting II 040104

Grade 12			
Semester 1		Semester 2	
Postsecondary Course	LDOE Course/Code	Postsecondary Course	LDOE Course/Code
Introduction to Psychology PSYC 201 or Introduction To Sociology SOCL 201	Psychology: DE CPSY 2013 - Introduction to Psychology 225011 or Sociology 220601	Western Civilization to 1650 A.D. HIST 101 or History of the United States 1492-1877 HIST 201	Western Civ: DE CHIS 1013 Western Civilization I 220446 or US History: DE - CHIS 2013 American History I 220407
*College Algebra MATH 110	*Algebra III: DE- CMAT 1213 - College Algebra 160500	General Biology I BIOL 101	Biology II: DE – CBIO 1013 General Biology I 150323
**Spreadsheets CPTR 1320	**DE Spreadsheets 890348	**Desktop Publishing ISYS 1650	**DE Desktop Publishing 040207
**Records Management OSYS 1100	**DE Records Management 890418	**Computerized Accounting ACCT 1500	**DE Computerized Accounting 890415
**Office Procedures OSYS 2530	**DE Office Procedures 890417	**Job Seeking Skills Jobs 2450	**DE Advanced Career Readiness 080410
**Introduction to Formatting KYBD 1111	**DE Introduction to Formatting 890416		

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.