

**TOPS University Associate of Applied Science: Business Administration**  
*Postsecondary Partner: River Parishes Community College*

**Overview**

The Associate of Applied Science in Business Office Administration is 60-credit hour degree program designed to help students reach their educational and occupational goals. As a transfer program, students can explore various educational fields before deciding upon a major or students can design their coursework around specific occupational goals. The program also offers a curriculum relevant to employment in a modern office.

**Capstone Credentials**

Regional (Emerging)	Basic	Advanced	Fast Forward Advanced Plus
-Microsoft Office Specialist: Word, Excel, PowerPoint	-Certificate of Technical Studies: Business Office Administration	-Technical Diploma: Business Office Administration	-Associate of Applied Science: Business Office Administration

\*Core Academic Course  
 \*\*Jump Start CTE Course

Grade 9	
Semester 1	Semester 2
*English I 120331	*English II 120332
*Algebra I 160321	*Geometry 160323
*Civics 220501/220504	*Biology I 150301
*Physical Education I 190105	*½ Physical Education II 190106 ½ Health Education 190500

Grade 10	
Semester 1	Semester 2
*Algebra II 160322	*English III 120333
*U.S. History 220403	*World History 220401 or World Geography 220300
*Physical Science 150802	*Chemistry I 150401
*Foreign Language I	*Foreign Language II

*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
**Introduction to Business BUSN 1100	**DE Introduction to Business 890400	**Financial Accounting ACCT 2010	**DE Fundamentals of Accounting 890423
_English Composition I ENGL 1010	*English III: DE-CENL 1013 English Composition I 120601	**Business Elective	** TBD by course selected
**Techniques of Speech SPCH 1200	**DE Speech I 051101	**Personal Finance BUSN 1330	**DE Personal Finance 041022
**Introduction to Computer Technology CSCI 1010	**DE Intro to Business Computer Applications 040401	*English Composition II ENGL 1020	*English IV: DE-CENL 1023 English Composition II 120607
*College Algebra MATH 1100	*Algebra III: DE-CMAT 1213 College Algebra 160500	**Computer Applications CSCI 2010	**DE Business Computer Applications 040400

Grade 12			
Semester 1		Semester 2	
Postsecondary Course	LDOE Course/Code	Postsecondary Course	LDOE Course/Code
**Managerial Accounting ACCT 2020	**TBD	**Business Elective	**TBD by course selected
**Legal Environment of Business BUSN 2200	**DE Legal Environment of Business 890407	*Macroeconomics ECON 2010 or Microeconomics ECON 2020	*Economics: DE-CECN 2213 Macroeconomics 220608 or Economics: DE-CECN 2223 Microeconomics 220609
*Macroeconomics ECON 2010 or Microeconomics ECON 2020	*Economics: DE-CECN 2213 Macroeconomics 220608 or Economics: DE-CECN 2223 Microeconomics 220609	*Natural or Physical Science: Choose 1 TOPS Required BIOL, CHEM, PHSC, or PHYS	*TBD by course selected
**Intermediate Accounting ACCT 2210 or Tax Accounting ACCT 2613	**TBD	*Introduction to Statistics MATH 2140	*Probability & Statistics: DE-CMAST 1303 Introductory Statistics 160356
**Professional Communication ENGL 2300	**DE Business Communications 040305	Art Elective: ARTS 1010, MUSC 1010, OR THTR 1020	*TBD by course selected

*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.*

