Business Technology BA23

Type

Associate of Applied Science, AAS

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Technology, Associate of Applied Science degree.

Area I - Language Arts/Communications — 3.00 Hours

Item #	Name	Credits
ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences — 3.00 Hours

Item #	Name	Credits

Social/Behavioral Sciences — Hours

Item #	Name	Credits
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3
PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics — 3.00 Hours

* Choose one of the following:

Item #	Name	Credits
MATH 1100	Quantitative Skills & Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills & Reasoning	3

Area IV - Humanities/Fine Arts — 3.00 Hours

Item #	Name	Credits

Humanities/Fine Arts (3 hrs) — Hours

Item #	Name	Credits
ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
THEA 1101	Theater Appreciation	3
RELG 1101	World Religion	3
SPAN 1101	Introduction to Spanish	3

Specific General Education Core Elective — 3.00 Hours

* Choose one additional course from the complete Area I, II, III, or IV listings:

General Education Courses

Occupational Courses — 45.00 Hours

Item #	Name	Credits
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 1440	Document Production	4
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts & Applications	4
BUSN 1420	Database Applications	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2210	Applied Office Procedures	3
BUSN 2190	Business Document Proofreading & Editing	3
MGMT 1100	Principles of Management	3
	Specific Occupational-Guided Electives (6 credits)	6

Select ONE of the following — 4.00 Hours

Item #	Name	Credits
ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4
	Minimum Credit Hours for Graduation	64