Curriculum Sheet

Business Technology
Associate of Applied Science Degree
BA23

Curriculum

General Education Core  15

Area I: Language Arts/Communication
  ENGL 1101 Composition and Rhetoric (3)

Area II: Social/Behavioral Sciences (Choose ONE course below.)  3
  ECON 1101 Principles of Economics (3)
  ECON 2105 Principles of Macroeconomics (3)
  ECON 2106 Principles of Microeconomics (3)
  HIST 1111 World History I (3)
  HIST 1112 World History II (3)
  HIST 2111 American History I (3)
  HIST 2112 American History II (3)
  POLS 1101 American Government (3)
  PSYC 1101 Introduction to Psychology (3)
  SOCI 1101 Introduction to Sociology (3)

Area III: Natural Sciences / Mathematics (Choose ONE course below.)  3
  MATH 1101 Mathematical Modeling (3)
  MATH 1103 Quantitative Skill and Reasoning (3)
  MATH 1111 College Algebra (3)

Area IV: Humanities/Fine Arts (Choose ONE course below.)  3
  ARTS 1101 Art Appreciation (3)
  ENGL 2130 American Literature (3)
  HUMN 1101 Introduction to Humanities (3)
  MUSC 1101 Music Appreciation (3)
  RELG 1101 Introduction to World Religions (3)

Elective: General Education (Choose ONE course below.)  3
  Any course from Area I, II, III, or IV above OR
  ENGL 1102 Literature and Composition (3)
  SPCH 1101 Public Speaking (3)
  BIOL 1111 Biology I (3) + BIOL 1111L Biology I Lab (1)
  BIOL 1112 Biology II (3) + BIOL 1112L Biology II Lab (1)
  CHEM 1211 Chemistry I (3) + CHEM 1211L Chemistry I Lab (1)
  CHEM 1212 Chemistry II (3) + CHEM 1212L Chemistry II Lab (1)
  MATH 1113 Precalculus (3)
  MATH 1127 Introduction to Statistics (3)
  MATH 1131 Calculus I (4)
  MATH 1132 Calculus II (4)
  PHYS 1110 Conceptual Physics (3) + PHYS 1110L Conceptual Physics Lab (1)
  PHYS 1111 Introductory Physics I (3) + PHYS 1111L Introductory Physics I Lab (1)
  PHYS 1112 Introductory Physics II (3) + PHYS 1112L Introductory Physics II Lab (1)
Occupational Courses

**Required Courses:**
- COMP 1000 Introduction to Computer Literacy (3)
- BUSN 1400 Word Processing Applications (4)
- BUSN 1430 Desktop Publishing and Presentation Applications (4)
- BUSN 1440 Document Production (4)
- BUSN 1190 Digital Technologies In Business (2)
- BUSN 1240 Office Procedures (3)
- BUSN 1410 Spreadsheet Concepts and Applications (4)
- BUSN 1420 Database Applications (4)
- BUSN 2160 Electronic Mail Applications (2)
- BUSN 2210 Applied Office Procedures (3)
- MGMT 1100 Principles of Management (3)
- ACCT 1100 Financial Accounting I (4)

**Occupational Electives:** *Choose TWO BUSN courses below.* (6)
- BUSN 1100 Introduction to Keyboarding (3)
- BUSN 1180 Computer Graphics and Design (3)
- BUSN 1230 Legal Terminology (3)
- BUSN 1250 Records Management (3)
- BUSN 1310 Introduction to Business Culture (3)
- BUSN 1320 Business Interaction Skills (3)
- BUSN 1330 Personal Effectiveness (3)
- BUSN 1340 Customer Service Effectiveness (3)
- BUSN 2170 Web Page Design (2)
- BUSN 2220 Legal Administrative Procedures (3)
- BUSN 2230 Office Management (3)
- BUSN 2240 Business Administrative Assistant Internship I (4)
- BUSN 2250 Business Administrative Assistant Internship II (6)

**Total Credit Hour (minimum):** 64