

Business Technology

Associate of Applied Science Degree

BA23

Curriculum

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| General Education Core | 15 |
| Area I: Language Arts/Communication | 3 |
| ENGL 1101 Composition and Rhetoric (3) | |
| Area II: Social/Behavioral Sciences <i>(Choose ONE course below.)</i> | 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) | |
| SOC 1101 Introduction to Sociology (3) | |
| Area III: Natural Sciences / Mathematics <i>(Choose ONE course below.)</i> | 3 |
| MATH 1101 Mathematical Modeling (3) | |
| MATH 1103 Quantitative Skill and Reasoning (3) | |
| MATH 1111 College Algebra (3) | |
| Area IV: Humanities/Fine Arts <i>(Choose ONE course below.)</i> | 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 <i>(Choose ONE course below.)</i> | 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