

## Business Technology

### Associate of Applied Science Degree

BA23

### Curriculum

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