A.A.S. Business Technology

This two-year (60(61) credit) program is designed to provide students with the skills necessary to find employment as a computer operator, data entry clerk, or office worker who manages accounts receivable and payable, billings, payroll and web designing.

Upon completion of this program, graduates will be able to:

- Operate a computer efficiently utilizing Microsoft Office applications
- Navigate the Internet and manage electronic correspondence
- Demonstrate an understanding of the elements of the accounting cycle and general financial statements
- Explain laws that apply to the business environment
- Demonstrate an ability to market and promote products
- Design web pages, flyers, and other publications
- Develop key business communication skills

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check Course Descriptions to determine pre-requisites and should consult their advisor regarding the order in which to take courses. General Education Elective Courses.

First Year Fall Semester	
CAPP 131 Basic MS Office	3 credits
WRIT 122 Intro To Business Writing (preferred), or Written Communication elective	3 credits
BGEN 235 Business Law	3 credits
M 108 Business Math, or Mathematics elective	3 or 4 credits
MART 213 Photoshop & Illustrator	3 credits
Total	**15 or 16 credits**
First Year Spring Semester	
CAPP 151 MS Office	3 credits
COMX 111 Intro to Public Speaking, or COMX 115 Interpersonal Communications	3 credits
GDSN 145 Introduction To Web Design	3 credits
MART 214 Digital Publishing & Design	3 credits
Electives	3 credits
Total	**15 credits**
Second Year Fall Semester	
ACTG 201 Principles Of Financial Accounting	4 credits
COLS 111 Career Development and Interpersonal Skills	1 credit
CAPP 156 MS Excel	3 credits
BMKT 225 Marketing	3 credits
Electives	3 credits
Total	**14 credits**

Second Year Spring Semester	
ACTG 202 Principles Of Managerial Accounting	4 credits
ITS 165 OS Commands and Scripts	3 credits
BGEN 298 Business Internship, or GDSN 298 Graphic Design Internship	3 credits
Electives	6 credits
Total	**16 credits**
Program Total	**60 or 61 credits**