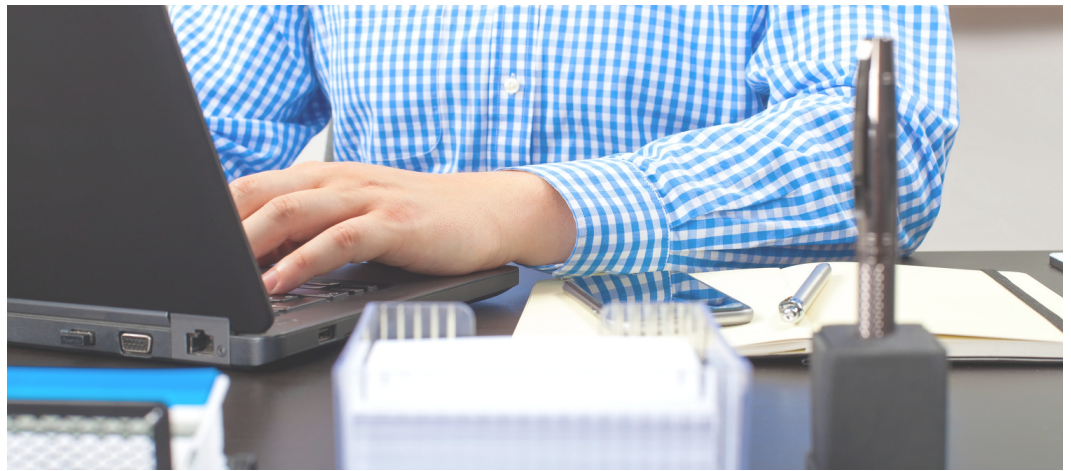## A.A.S.
Associate of Applied Science
(Two-year program)

BUSINESS TECHNOLOGY

Why Business Technology?

This two-year (60 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

START HERE — Go Anywhere

BUSINESS TECHNOLOGY

Degree Requirements

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.

First Year

Fall Semester: 15(16) Credits
CAPP 131 Basic MS Office 3
WRIT 122 Intro to Business Writing (preferred) 3 -OR-
Written Communication Elective 3
BGEN 235 Business Law 3
M 108 Business Math 3 -OR-
Mathematics Elective 3(4)
MART 213 Photoshop & Illustrator 3

Spring Semester: 15 Credits
CAPP 151 MS Office 3
COMX 111 Intro to Public Speaking 3 -OR-
COMX 115 Interpersonal Communications 3
GDSN 145 Introduction to Web Design 3
MART 214 Digital Publishing & Design 3
Electives 3

Second Year

Fall Semester: 15 Credits
ACTG 201 Principles of Financial Accounting 4
COLS 102 Career Development & Interpersonal Skills 1
CAPP 156 MS Excel 3
BMKT 225 Marketing 3
Electives 3

Spring Semester: 15 Credits
ACTG 202 Principles of Managerial Accounting 4
ITS 165 OS Commands & Scripts 3
BGEN 298 Business Internship 3 -OR-
GDSN 298 Graphic Design Internship
Electives 6

TOTAL CREDITS
60(61)

NOTE: 3 credits of either Humanities & Fine Arts or History & Social Science must meet the Cultural Diversity requirement.