

Associate of Applied Science-Business Technology

Program Description

The Associate of Applied Science Business Technology Degree offers a combination of office and business skills and concepts for employment purposes. The curriculum focuses on both manual and computerized accounting, computer applications, oral and written communication, and business management competencies necessary for entry-level positions. This AAS degree prepares students for advanced office positions as well as business technology positions.

Specific Objectives

Upon completion of this degree, students will:

- Be able to prepare a Business Plan usable in the business world.
- Maintain an accounting system for a business either manually or electronically.
- Demonstrate proficiently in computer applications necessary for office and business use.
- Exhibit appropriate oral and written communication for business interactions.
- Demonstrate appropriate skills necessary to supervise employees in a business environment.

Associate of Applied Science-Business Technology
Preferred Course Sequence and Prerequisite

Fall (First Year)	Cr	Prerequisite(s)	Fall (Second Year)	C r	Prerequisite(s)
BUMG 100 Into to Business	3		BUMG 101 Applied Accounting I	3	
CSCD 100 Computer Literacy	1		GNSD 125 Job seeking Skills	3	
GNSD 102 Skills for College Success	2		OFED 216 Business Writing	4	
ENGL 101 English Com. I	3		OFED 240 Business Presentations	3	
NASD 101 History of Indians in the US	3		Elective (BUMG)	3	
OFED 106 Keyboard Skill Building	1				
Elective NAS-FAH-OR NAS-LANG	3				
TOTAL	16		Total	16	
Winter (First Year)			Winter (Second Year)		
BUMG 150 Prin. Of Marketing	3		BUMG 102 Applied Accounting II	3	
MATH 100 College Algebra or OFED 111 Business Math	4/5		BUMG 220 Management & Supervision	3	
OFED 113 Calculator Lab	1		CSCD 162 Database Mgmt Systems	3	
*OFED 102 Document Processing	3		OFED 260 Office Procedures	3	
Elective NAS-OPEN	3		OFED 290 Office Practicum	2	
Total	14/ 15		Total	14	
Spring (First Year)			Spring (Second Year)		
*ENGL 202 English Comp. II	3	ENGL 101	BUMG 103 Applied Accounting III	3	
*CSCD 161 Electronic Spreadsheets	3	CSCD 100 or Computer Competency	MUNG 240 Computerized Accounting	5	
SPCH 100 Basic Communications	3		HUM-INTRO-HMNT101 or PHIL 100 or ENGL 210	4	
*OFED 121 Human Relations	3	ENGL 101`	OFED 271 capstone	5	
BUMG 160 Personal Finance	3		Elective (OPEN)	3	
			Elective (BUMG)	3	
Total	15		Total	17	

Associate Degree Total 92/93

*= Prerequisite

Note: All courses are 11 weeks. *For flexibility in scheduling, campuses are permitted to move classes from the major into the entry sequencing.