

Business Applications (A.A.S.)

Curriculum Code: 0668

Semester Hours Required for Graduation: 62–65

PROGRAM GOALS:

This program prepares students for entry into administrative support positions requiring a wide range of skills: secretarial, business communications, office management support, document processing, storage and retrieval, general office skills, and business knowledge. This program is suggested as preparation for the following civil service examinations: senior office typist, and keyboard specialist.

PROGRAM OUTCOMES:

- Demonstrate a basic understanding of business principles.
- Demonstrate data-entry and accounting skills in maintaining business records.
- Demonstrate use of applications of computer technology.
- Demonstrate proficiency in written and oral communication.

ACADEMIC PREPARATION:

It is highly recommended that the following criteria be met to begin this program, and it is REQUIRED by the completion of 24 credits:

12th-grade reading level is required (readiness to begin EN 101 – Composition). (A score of 80 or higher on the placement exam is required.)

Competency in mathematics fundamentals is required: Elementary Algebra is recommended.

LIBERAL ARTS REQUIREMENTS

21–23 Semester Hours

EN 101	Composition	3
EN 102	Composition and Literature	3
HU ELE	Humanities Elective	3
MA ELE	Mathematics Elective	3–4
SC ELE	Science Elective	3–4
SL ELE	Social Science Elective	3
EC ELE	Economics Elective	3

PROGRAM REQUIREMENTS

39 Semester Hours

AC 101	Financial Accounting	3
BU 103	Foundations of Business	3
BU 105	Business Communication	3
BU ELE	Business Electives*	30

**Business electives include any AC, BU, CI, EC, MK, or PY 104*

PHYSICAL EDUCATION REQUIREMENTS

2-3 Semester Hours

PE ELE	Physical Education Electives	
	<i>or</i>	
HE ELE	Health Electives	2–3

Grand Total **62–65**

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SUGGESTED PROGRAM SEQUENCE

1st Semester

EN 101	Composition	3
MA ELE	Mathematics Elective	3–4
BU ELE	Business Electives	6
PE ELE	Physical Education Elective	
	<i>or</i>	
HE ELE	Health Elective*	1–3
SL ELE	Social Science Elective	3
Total		16–19

2nd Semester

AC 101	Financial Accounting	3
BU 103	Foundations of Business	3
EN 102	Composition and Literature	3
BU ELE	Business Electives	6
PE ELE	Physical Education Elective	
	<i>or</i>	
HE ELE	Health Elective*	1–3
Total		16–18

3rd Semester

BU 105	Business Communications	3
BU ELE	Business Electives	9
EC ELE	Economics Elective	3
Total		15

4th Semester

BU ELE	Business Electives	9
HU ELE	Humanities Elective	3
SC ELE	Science Elective	3–4
Total		15–16

** Either one 3-semester-hour health course or one 3-semester-hour physical education course or two courses of any combination of HE or PE will satisfy the PE requirement.*

Career Opportunities: Administrative assistant, administrative support specialist, secretary-executive secretary, information processing specialist, customer service representative, and transcription specialist.