

Business Technologies, A.A.S.

The Business Technologies curriculum offers an opportunity for students to develop the knowledge, skills, and attitudes needed by professional workers in today's business world. Office workers are needed in a variety of positions in many business areas such as banking, industry, education, and government. Specific job titles may include Administrative Assistant, Bookkeeper, Clerk, Office Manager, Office Supervisor, Secretary, or Word Processing Specialist.

An associate in applied science degree can be earned in Business Technologies with major concentrations in Accounting Technology, Office Administration, or Business Management & Supervision. To receive an associate in applied science degree, students must complete General Education core requirements, Business Technologies core requirements, and additional courses to satisfy the requirements in the chosen area of concentration.

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

After completing the Core Technical Course Requirements listed in Areas 1-V, students may choose from the following concentrations: Accounting Technology, Office Administration, or Business Management & Supervision.

**Remediation courses for CIS 146 or OAD 103 are identified after student testing.*

Program: [Business Technologies](#)

Type: Associate in Applied Science

Area I: Written Composition

Item #	Title	Credits
ENG 101	English Composition I	3

Area II: Humanities and Fine Arts

Item #	Title	Credits
	Speech	3

Area III: Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 116 or higher	3
	Science/Math Elective	3-4

Area IV: History, Social and Behavioral Sciences

Item #	Title	Credits
	ECO 231 or ECO 232	3

Area V: Career and Technical Courses

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 245	Accounting with Quickbooks	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 285	Principles of Marketing	3
CIS 113	Spreadsheet Software Applications	3
CIS 146	Microcomputer Applications	3
OAD 103	Intermediate Keyboarding	3
	ORI 101 or 105 or ORT100	1-3

ACCOUNTING TECHNOLOGY CONCENTRATION

Item #	Title	Credits
ACC 129	Individual Income Taxes	3
ACT 249	Payroll Accounting	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3

BUSINESS MANAGEMENT & SUPERVISION CONCENTRATION

Item #	Title	Credits
BUS 186	Elements of Supervision	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 279	Small Business Management	3

OFFICE ADMINISTRATION CONCENTRATION

Item #	Title	Credits
ACT 249	Payroll Accounting	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3
	OAD 217 OR OAD 104	3
	Total credits:	Total Credits 61-64

Course Sequencing

Accounting Technology Associate in Applied Science Degree Suggested Course Sequence First Semester

Item #	Title	Credits
ENG 101	English Composition I	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
OAD 103	Intermediate Keyboarding	3
	ORI 101 or 105 or ORT100	1-3

Accounting Technology Associate in Applied Science Degree Suggested Course Sequence Second Semester

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
CIS 146	Microcomputer Applications	3
	MTH 116 or higher	3

Accounting Technology Associate in Applied Science Degree Suggested Course Sequence Third Semester

Item #	Title	Credits
	ECO 231 or ECO 232	3
BUS 146	Personal Finance	3
BUS 215	Business Communications	3
BUS 275	Principles of Management	3

Accounting Technology Associate in Applied Science Degree Suggested Course Sequence Fourth Semester

Item #	Title	Credits
ACC 129	Individual Income Taxes	3
ACT 249	Payroll Accounting	3
BUS 263	The Legal and Social Environment of Business	3
	Speech	3

Accounting Technology Associate in Applied Science Degree Suggested Course Sequence Fifth Semester

Item #	Title	Credits
	Science/Math Elective	3-4
BUS 248	Managerial Accounting	3
BUS 285	Principles of Marketing	3
CIS 113	Spreadsheet Software Applications	3

Business Management & Supervision Associate in Applied Science Degree Suggested Course Sequence First Semester

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
	ORI 101 or 105 or ORT100	1-3

Business Management & Supervision Associate in Applied Science Degree Suggested Course Sequence Second Semester

Item #	Title	Credits
BUS 186	Elements of Supervision	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
CIS 146	Microcomputer Applications	3

Business Management & Supervision Associate in Applied Science Degree Suggested Course Sequence Third Semester

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 215	Business Communications	3
	ECO 231 or ECO 232	3
OAD 125	Word Processing	3

Business Management & Supervision Associate in Applied Science Degree Suggested Course Sequence Fourth Semester

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
	MTH 116 or higher	3
	Speech	3

Business Management & Supervision Associate in Applied Science Degree Suggested Course Sequence Fifth Semester

Item #	Title	Credits
BUS 248	Managerial Accounting	3
BUS 279	Small Business Management	3
CIS 113	Spreadsheet Software Applications	3
	Science/Math Elective	3-4

Office Administration Associate in Applied Science Degree Suggested Course Sequence First Semester

Item #	Title	Credits
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
	ORI 101 or 105 or ORT100	1-3

Office Administration Associate in Applied Science Degree Suggested Course Sequence Second Semester

Item #	Title	Credits
BUS 245	Accounting with Quickbooks	3
CIS 146	Microcomputer Applications	3
	MTH 116 or higher	3
	OAD 217 OR OAD 104	3

Office Administration Associate in Applied Science Degree Suggested Course Sequence Third Semester

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 215	Business Communications	3
BUS 285	Principles of Marketing	3
	ECO 231 or ECO 232	3

Office Administration Associate in Applied Science Degree Suggested Course Sequence Fourth Semester

Item #	Title	Credits
ACT 249	Payroll Accounting	3
BUS 275	Principles of Management	3
OAD 138	Records/Information Management	3
	Speech	3

Office Administration Associate in Applied Science Degree Suggested Course Sequence Fifth Semester

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
CIS 113	Spreadsheet Software Applications	3
CIS 117	Database Management Software Applications	3
	Science/Math Elective	3-4