

# Business Technologies

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, APP Development with Swift Concentration, Business Computer Applications, Office Administration, or Supervisory Management. 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, App Development with Swift, Business Computer Applications, Office Administration, or Supervisory Management.

*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
	Humanities/Fine Arts Elective	3
	SPH 106 OR SPH 107	3

## Area III: Natural Sciences and Mathematics

Item #	Title	Credits
MTH 116	Mathematical Applications	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
	ORI 101 or ORI 105	1-3
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
CIS 113	Spreadsheet Software Applications	3
CIS 146	Microcomputer Applications	3
OAD 103	Intermediate Keyboarding	3
BUS 245	Accounting with Quickbooks	3

## ACCOUNTING TECHNOLOGY CONCENTRATION (AC1)

Item #	Title	Credits
ACC 129	Individual Income Taxes	3
ACT 246	Microcomputer Accounting	3
ACT 249	Payroll Accounting	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	The Legal and Social Environment of Business	3

## APP DEVELOPMENT WITH SWIFT CONCENTRATION (CIB)

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
CIS 157	Introduction to App Development with Swift	3
CIS 208	Web Authoring Software	3
CIS 220	App Development with Swift I	3
CIS 227	App Development with Swift II	3
OAD 125	Word Processing	3

## BUSINESS COMPUTER APPLICATIONS CONCENTRATION (BSC)

Item #	Title	Credits
ACT 246	Microcomputer Accounting	3
ACT 249	Payroll Accounting	3
BUS 242	Principles of Accounting II	3
CIS 208	Web Authoring Software	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3

## OFFICE ADMINISTRATION CONCENTRATION (OAD)

Item #	Title	Credits
ACT 249	Payroll Accounting	3
BUS 263	The Legal and Social Environment of Business	3
CIS 117	Database Management Software Applications	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3

## SUPERVISORY MANAGEMENT CONCENTRATION (SUP)

Item #	Title	Credits
BUS 186	Elements of Supervision	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	The Legal and Social Environment of Business	3
BUS 279	Small Business Management	3
OAD 125	Word Processing	3
Total credits:		65-68

## Course Sequencing

### Accounting Technology Associate in Applied Science Degree Suggested Course Sequence FIRST SEMESTER

Item #	Title	Credits
BUS 100	Introduction to Business	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
ORI 101 or ORI 105		1-3

### Accounting Technology Associate in Applied Science Degree Suggested Course Sequence SECOND SEMESTER

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 146	Personal Finance	3
MTH 116	Mathematical Applications	3
ECO 231 or ECO 232		3

### Accounting Technology Associate in Applied Science Degree Suggested Course Sequence THIRD SEMESTER

Item #	Title	Credits
ACT 249	Payroll Accounting	3
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
CIS 113	Spreadsheet Software Applications	3
Science/Math Elective		3-4

## Accounting Technology Associate in Applied Science Degree Suggested Course Sequence FOURTH SEMESTER

Item #	Title	Credits
ACT 246	Microcomputer Accounting	3
BUS 248	Managerial Accounting	3
	SPH 106 OR SPH 107	3
	Humanities/Fine Arts Elective	3

## Accounting Technology Associate in Applied Science Degree Suggested Course Sequence FIFTH SEMESTER

Item #	Title	Credits
ACC 129	Individual Income Taxes	3
BUS 215	Business Communications	3
BUS 245	Accounting with Quickbooks	3
BUS 263	The Legal and Social Environment of Business	3

## App Development with Swift Associate in Applied Science Degree Suggested Course Sequence FIRST SEMESTER

Item #	Title	Credits
BUS 100	Introduction to Business	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
	ORI 101 or ORI 105	1-3
OAD 103	Intermediate Keyboarding	3

## App Development with Swift Associate in Applied Science Degree Suggested Course Sequence SECOND SEMESTER

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 146	Personal Finance	3
MTH 116	Mathematical Applications	3
	ECO 231 or ECO 232	3

## App Development with Swift Associate in Applied Science Degree Suggested Course Sequence THIRD SEMESTER

Item #	Title	Credits
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
CIS 113	Spreadsheet Software Applications	3
CIS 157	Introduction to App Development with Swift	3
	Science/Math Elective	3-4

## App Development with Swift Associate in Applied Science Degree Suggested Course Sequence FOURTH SEMESTER

Item #	Title	Credits
CIS 220	App Development with Swift I	3
CIS 208	Web Authoring Software	3
	SPH 106 OR SPH 107	3
	Humanities/Fine Arts Elective	3

## App Development with Swift Associate in Applied Science Degree Suggested Course Sequence FIFTH SEMESTER

Item #	Title	Credits
CIS 227	App Development with Swift II	3
BUS 215	Business Communications	3
OAD 125	Word Processing	3
BUS 245	Accounting with Quickbooks	3

## Business Computer Applications Associate in Applied Science Degree Suggested Course Sequence FIRST SEMESTER

Item #	Title	Credits
BUS 100	Introduction to Business	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
	ORI 101 or ORI 105	1-3

## Business Computer Applications Associate in Applied Science Degree Suggested Course Sequence SECOND SEMESTER

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
BUS 146	Personal Finance	3
BUS 275	Principles of Management	3
OAD 104	Advanced Keyboarding	3

## Business Computer Applications Associate in Applied Science Degree Suggested Course Sequence THIRD SEMESTER

Item #	Title	Credits
ACT 246	Microcomputer Accounting	3
OAD 125	Word Processing	3
	Humanities/Fine Arts Elective	3
	SPH 106 OR SPH 107	3
	Science/Math Elective	3-4

## Business Computer Applications Associate in Applied Science Degree Suggested Course Sequence FOURTH SEMESTER

Item #	Title	Credits
ACT 249	Payroll Accounting	3
BUS 215	Business Communications	3
CIS 113	Spreadsheet Software Applications	3
BUS 245	Accounting with Quickbooks	3

## Business Computer Applications Associate in Applied Science Degree Suggested Course Sequence FIFTH SEMESTER

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
CIS 208	Web Authoring Software	3
MTH 116	Mathematical Applications	3
	ECO 231 or ECO 232	3

## Office Administration Associate in Applied Science Degree Suggested Course Sequence FIRST SEMESTER

Item #	Title	Credits
BUS 100	Introduction to Business	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
	ORI 101 or ORI 105	1-3

## Office Administration Associate in Applied Science Degree Suggested Course Sequence SECOND SEMESTER

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

## Office Administration Associate in Applied Science Degree Suggested Course Sequence THIRD SEMESTER

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
OAD 104	Advanced Keyboarding	3
	Humanities/Fine Arts Elective	3
	SPH 106 OR SPH 107	3
	Science/Math Elective	3-4

## Office Administration Associate in Applied Science Degree Suggested Course Sequence FOURTH SEMESTER

Item #	Title	Credits
ACT 249	Payroll Accounting	3
CIS 113	Spreadsheet Software Applications	3
OAD 138	Records/Information Management	3
BUS 245	Accounting with Quickbooks	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 117	Database Management Software Applications	3
MTH 116	Mathematical Applications	3
OAD 125	Word Processing	3

## Supervisory Management Associate in Applied Science Degree Suggested Course Sequence FIRST SEMESTER

Item #	Title	Credits
BUS 100	Introduction to Business	3
CIS 146	Microcomputer Applications	3
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
	ORI 101 or ORI 105	1-3

## Supervisory Management Associate in Applied Science Degree Suggested Course Sequence SECOND SEMESTER

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 241	Principles of Accounting I	3
MTH 116	Mathematical Applications	3
OAD 125	Word Processing	3

## Supervisory Management Associate in Applied Science Degree Suggested Course Sequence THIRD SEMESTER

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
CIS 113	Spreadsheet Software Applications	3
	ECO 231 or ECO 232	3
	Science/Math Elective	3-4

## Supervisory Management Associate in Applied Science Degree Suggested Course Sequence FOURTH SEMESTER

Item #	Title	Credits
BUS 186	Elements of Supervision	3
BUS 248	Managerial Accounting	3
BUS 279	Small Business Management	3
	Humanities/Fine Arts Elective	3

## Supervisory Management Associate in Applied Science Degree Suggested Course Sequence FIFTH SEMESTER

Item #	Title	Credits
BUS 215	Business Communications	3
	SPH 106 OR SPH 107	3
BUS 245	Accounting with Quickbooks	3
BUS 263	The Legal and Social Environment of Business	3