Business Technology AAS Curriculum Map

Year One

Fall

Course	Description	Credits
CGS 100	College Survival	3
CAS 133/133L	Introduction to Computer Applications	4
WRI 121	English Composition I	4
CAS 122	Advanced Keyboarding	3

Winter

Course	Description	Credits
BUS 101	Intro to Business	4
OST 131	10-Key Calculators	1
CAS 170	Spreadsheets	3
Electives		4
Social Science		3

Spring

Course	Description	Credits
BUS 214	Business Communications	3
BUS 206	Management Fundamentals	3
SPE 111	Fundamentals of Speech	3
CAS 216	Word Processing	3
Electives		4

Year Two

Fall

Course	Description	Credits
OST 120	Business Editing	4
Math		4
BUS 224	Human Resources	3
BUS 226	Business Law	3

Winter

Course	Description	Credits
Arts & Letters	PHL 209	3
BUS 285	Human Relations	3
CAS 245/L	Office Systems and Procedures	4
BUS 111/211	Principles of Accounting I	3
Electives		4

Spring

Course	Description	Credits
BUS 228	Computerized Accounting	3
BUS 280	Coop Wk Experience	2
CAS 247/L	Advanced Business Projects	4
TEX 280	Coop Wk Experience: Seminar	1
Electives		4

Total Credits: 90