

Business Technology AAS Curriculum Map

Year One

Fall

Course	Description	Credits
BUS 206	Management Fundamentals	3
CAS 122	Advanced Keyboarding	3
CAS 133/133L	Introduction to Computer Applications	4
Elective		3
WRI 121Z	Composition I	4

Winter

Course	Description	Credits
BUS 226	Business Law	3
CAS 216	Word Processing	3
CGS 100	College Survival and Success	3
COM 111Z	Public Speaking	4
Writing		3

Spring

Course	Description	Credits
BUS 101	Introduction to Business	4
BUS 111	Intro to Accounting	4
Electives		4
OST 120	Business Editing	3

Year Two

Fall

Course	Description	Credits
Arts & Letters		3
CAS 170	Spreadsheets	3
Math		4
OST 131	10-Key Calculators	1
Social Science		3

Winter

Course	Description	Credits
BUS 228	Computerized Accounting	3
BUS 285	Human Relations	3
CAS 245/245L	Office Systems and Procedures	4
Electives	Human Resources	4

Spring

Course	Description	Credits
BUS 224	Human Resources	3
BUS 280	Coop Wk Experience: Bus Tech	2
CAS 247/247L	Advanced Business Projects	4
Electives		4
TEX 280	Coop Wk Experience: Seminar	1

Total Credits: 90