Business Technology AAS Curriculum Map

Year One

Fall

Course	Description	Credits
BUS 206	Management Fundamentals	3
CAS 122	Advanced Keyboarding	3
CAS 133	Intro to Computing Skills	3
CAS 133L	Intro to Computing Skills Lab	1
WRI 121Z	Composition I	4

Winter

Course	Description	Credits
CAS 216	Word Processing	3
CGS 100	College Survival & Success	3
COM 111Z	Public Speaking	4
BUS 111	Intro to Accounting	4
OR BUS 211Z	Principles of Financial Accounting	4

Spring

Course	Description	Credits
BUS 101Z	Introduction to Business	4
BUS 226Z	Introduction to Business Law	4
Elective		3
Writing		4

Year Two

Fall

Course	Description	Credits
Arts & Letters		3
BUS 169Z	Data Analysis Using Micrsoft Excel	4
Elective		3
Math		4
Social Science		3

Winter

Course	Description	Credits
BUS 228	Computerized Accounting	3
BUS 285	Human Relations	3
CAS 245	Office Systems and Procedures	3
CAS 245L	Office Systems and Procedures Lab	1
Elective		3
Elective		3

Spring

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

Total Credits: 90