



Associate in Applied Science in Business Technology
Business Administration Option
2012-2013 Degree Plan

Suggested Course Sequence

60 Credit Hours

Course Number	Course Title	Prerequisites	Semester Completed	Grade	Elective
FIRST SEMESTER - 14 CREDIT HOURS *					
PY 13002	Academic & Career Enrichment				
EN 12003	English Composition I	Fundamentals of Language or the appropriate test score			
MA 14093 or MA 14043	Math Apps for Business or College Algebra	College Algebra: Fundamentals of Algebra or the appropriate test score			
CS 11033	Computer Fundamentals	Beginning Keyboarding (pre or co-requisite) or keyboarding ability of 20 wpm by touch			
BU 11003	Intro to Business				
SECOND SEMESTER - 15 CREDIT HOURS					
EN 12013	English Composition II	English Composition I			
BU 11023	Decision Strategies	Fundamentals of Language or the appropriate test score			
CS 21003	Spreadsheet Applications	Computer Fundamentals			
MG 21003	Principles of Supervision				
MK 21043	Customer Service				
THIRD SEMESTER - 15 CREDIT HOURS					
OT 21003	Business Communications	English Composition I			
AC 21003	Principles of Accounting I				
BU 11013	Legal Env. of Business	Fundamentals of Language or the appropriate test score			
BU 21003 or IS 15053	Personal Finance or Project Management	Personal Finance: Fundamentals of Language or the appropriate test score			
MK 21013	Marketing Fundamentals				
FOURTH SEMESTER - 16 CREDIT HOURS					
AC 21033	Computerized Accounting				
AC 21013	Principles of Accounting II	Principles of Accounting I			
MG 21063	Leadership/Teamwork				
EC 21023	Survey of Economics	Mathematical Applications for Business or College Algebra			
CE 21041	Career Management	Completion of at least 45 hours toward declared major.			
	Approved Elective **	Refer to specific course.			

*Prerequisite courses should be completed as early as possible.

**Please see Page 2 for a list of approved electives.

NOTE: To receive an AAS Degree, a C or above is required in English Comp I, English Comp II, and the required math course.

Approved Elective: Choose one course from the following list.

AC 21064 Professional Bookkeeping

AC 21053 Income Tax Preparation

CS 21093 Database Management