

# BUSINESS TECHNOLOGY, ASSOCIATE OF APPLIED SCIENCE

## Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course	Title	Hours
<b>First Semester</b>		
BST 1013	Word Processing	3
BST 1073	Accounting	3
BST 1303	Introduction to Computers	3
ENGL 1013	Composition I	3
TMAT 1203	Technical Mathematics (or higher math)	3
<b>Hours</b>		<b>15</b>
<b>Second Semester</b>		
BST 1033	Administrative Support Procedures	3
BST 1043	Professional Communication	3
BST 1053	Spreadsheets	3
BST 2113	Advanced Word Processing	3
BST 2133	Multimedia	3
<b>Hours</b>		<b>15</b>
<b>Third Semester</b>		
BST 1063	Legal Environment for Business Technology	3
BST 1083	Introduction to Economics	3
BST 2123	Computer Applications for Accounting	3
BST 2143	Introduction to Management	3
ENGL 1023	Composition II	3
<b>Hours</b>		<b>15</b>
<b>Fourth Semester</b>		
Any Approved Social Science <sup>1</sup>		3
BST 2053 or BST 2153	Advanced Spreadsheets or Database Management	3
BST 2163	Desktop Publishing	3
INT 2903	Internship	3
Approved Elective		3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> See appropriate alternatives or substitutions in "General Education Requirements".

\* Usually offered in Summer

Approved Electives may include BST 2053 Advanced Spreadsheets, BST 2213 Human Relations Principles and Practices, BST 2223 Introduction to Research, BST 2993 Special Topics for Business Technology, or other Business Technology courses not required by this curriculum.