

BUSINESS TECHNOLOGY, ASSOCIATE OF APPLIED SCIENCE

Curriculum

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

Course	Title	Hours	Completed
First Semester			
BST 1013	Word Processing	3	_____
BST 1073	Accounting	3	_____
BST 1303 or CIS 1113	Introduction to Computers or Fundamental Computer Operation	3	_____
ENGL 1013	Composition I	3	_____
TMAT 1203	Technical Mathematics (or higher math)	3	_____
Hours		15	
Second Semester			
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	_____
Hours		15	
Third Semester			
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	_____
Hours		15	
Fourth Semester			
BST 2053 or BST 2153	Advanced Spreadsheets or Database Management	3	_____
SS 1XXX	Social Science Courses	3	_____
BST 2163	Desktop Publishing	3	_____
INT 2903	Internship	3	_____
Approved Elective		3	_____
Hours		15	
Total Hours		60	

¹ 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, BST 2543 Workplace Behavior and Ethics or other Business Technology courses not required by this curriculum.