

BUSINESS TECHNOLOGIES

(Wallace and Sparks Campuses)

The Business Technologies curriculum offers an opportunity for students to develop the knowledge, skills, and attitudes needed by professional workers in today's business world. Office workers are needed in a variety of positions in many business areas such as banking, industry, education, and government. Specific job titles may include Administrative Assistant, Bookkeeper, Clerk, Office Manager, Office Supervisor, Secretary, or Word Processing Specialist.

An associate in applied science degree and/or a program certificate can be earned in Business Technologies with major concentrations in Accounting Technology, Business Computer Applications, Office Administration, or Supervisory Management. To receive an associate in applied science degree, students must complete General Education core requirements, Business Technologies core requirements, and additional courses to satisfy the requirements in the chosen area of concentration.

Students completing the Business Technologies core requirements, all courses in a particular area of concentration, as well as CIS 146, ENG 101, MTH 116, and SPH 106 or 107 will be awarded a program certificate. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

DEGREE CURRICULUM

<i>Course</i>	<i>Credit Hours</i>
Area I: Written and Oral Communications	6
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication OR	
SPH 107 Fundamentals of Public Speaking	3

Area II: Humanities and Fine Arts	3
Humanities/Fine Arts Elective	3

Area III: Natural Sciences, Mathematics, and Computer Science	9
CIS 146 Microcomputer Applications	3
MTH 116 Mathematical Applications	3
Science/Computer Science/Math Elective	3

Area IV: History, Social and Behavioral Sciences	3
ECO 231 Principles of Macroeconomics OR	
ECO 232 Principles of Microeconomics	3

Area V: Career and Technical Courses	50
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Required Orientation Courses

ORI 101 Orientation to College OR	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1

Business Technologies Core Requirements

BUS 100 Introduction to Business	3
BUS 146 Personal Finance	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 275 Principles of Management	3

CIS 113 Spreadsheet Software Applications	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing	3
OAD 218 Office Procedures	3
Total Core Credits	27

ACCOUNTING TECHNOLOGY CONCENTRATION

<i>Course</i>	<i>Credit Hours</i>
Area V: Required Field of Concentration Courses	
ACC 129 Individual Income Taxes	3
ACT 246 Microcomputer Accounting	3
ACT 249 Payroll Accounting	3
BUS 242 Principles of Accounting II	3
BUS 248 Managerial Accounting	3
BUS 263 Legal and Social Environment of Business	3
OAD 138 Records/Information Management	3
Total Core Credits	21
Total Credits for Degree	71

BUSINESS COMPUTER APPLICATIONS CONCENTRATION

<i>Course</i>	<i>Credit Hours</i>
Area V: Required Field of Concentration Courses	
ACT 246 Microcomputer Accounting	3
ACT 249 Payroll Accounting	3
BUS 242 Principles of Accounting II	3
CIS 207 Introduction to Web Development	3
OAD 104 Advanced Keyboarding	3
OAD 126 Advanced Word Processing	3
OAD 232 The Electronic Office	3
Total Core Credits	21
Total Credits for Degree	71

OFFICE ADMINISTRATION CONCENTRATION

<i>Course</i>	<i>Credit Hours</i>
Area V: Required Field of Concentration Courses	
ACT 249 Payroll Accounting	3
BUS 263 Legal and Social Environment of Business	3
CIS 117 Database Management Software Applications	3
OAD 104 Advanced Keyboarding	3
OAD 126 Advanced Word Processing	3
OAD 138 Records/Information Management	3
OAD 232 The Electronic Office	3
Total Core Credits	21
Total Credits for Degree	71

SUPERVISORY MANAGEMENT CONCENTRATION

<i>Course</i>	<i>Credit Hours</i>
Area V: Required Field of Concentration Courses	
BUS 186 Elements of Supervision	3
BUS 242 Principles of Accounting II	3
BUS 248 Managerial Accounting	3
BUS 263 Legal and Social Environment of Business	3
BUS 279 Small Business Management	3
OAD 126 Advanced Word Processing	3
OAD 232 The Electronic Office	3
Total Core Credits	21
Total Credits for Degree	71

Accounting Technology
Associate in Applied Science Degree
Suggested Course Sequence—Year One

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
BUS 100	BUS 241	ACT 249
CIS 146*	BUS 146	BUS 242
ENG 101*	MTH 116	BUS 275
OAD 103*	OAD 125	CIS 113
ORI 101 or 105		

Accounting Technology
Associate in Applied Science Degree
Suggested Course Sequence—Year Two

FOURTH SEMESTER	FIFTH SEMESTER	SIXTH SEMESTER
ACT 246	ACC 129	BUS 263
BUS 248	BUS 215	ECO 231 or 232
SPH 106 or 107	OAD 138	ORI 104
Humanities/Fine Arts Elective	OAD 218	Science/Computer/Math Elective

Business Computer Applications
Associate in Applied Science Degree
Suggested Course Sequence—Year One

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
BUS 100	BUS 146	ACT 246
CIS 146*	BUS 241	OAD 104
ENG 101*	BUS 275	OAD 126
OAD 103*	OAD 125	Humanities/Fine Arts Elective
ORI 101 or 105		

Business Computer Applications
Associate in Applied Science Degree
Suggested Course Sequence—Year Two

FOURTH SEMESTER	FIFTH SEMESTER	SIXTH SEMESTER
ACT 249	BUS 242	ECO 231 or 232
BUS 215	CIS 207	ORI 104
CIS 113	MTH 116	SPH 106 or 107
OAD 218	OAD 232	Science/Computer/Math Elective

Office Administration
Associate in Applied Science Degree
Suggested Course Sequence—Year One

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
BUS 100	BUS 146	BUS 241
CIS 146*	BUS 215	OAD 104
ENG 101	BUS 275	OAD 126
OAD 103*	OAD 125	Humanities/Fine Arts Elective
ORI 101 or 105		

Office Administration
Associate in Applied Science Degree
Suggested Course Sequence—Year Two

FOURTH SEMESTER	FIFTH SEMESTER	SIXTH SEMESTER
ACT 249	CIS 117	BUS 263
CIS 113	ECO 231 or 232	SPH 106 or 107
OAD 138	MTH 116*	ORI 104
OAD 218	OAD 232	Science/Computer/Math Elective

Supervisory Management
Associate in Applied Science Degree
Suggested Course Sequence—Year One

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
BUS 100	BUS 146	BUS 242
CIS 146*	BUS 241	BUS 275
ENG 101*	MTH 116*	CIS 113
OAD 103*	OAD 125	OAD 126
ORI 101 or 105		

Supervisory Management
Associate in Applied Science Degree
Suggested Course Sequence—Year Two

FOURTH SEMESTER	FIFTH SEMESTER	SIXTH SEMESTER
BUS 186	BUS 215	BUS 263
BUS 248	OAD 218	ECO 231 or 232
BUS 279	OAD 232	ORI 104
Humanities/Fine Arts Elective	SPH 106 or 107	Science/Computer/Math Elective

*Remediation courses are identified after student testing.