

Business Operations

Associate in Applied Science

Degree Program Mentor

For additional information regarding this degree, contact the Degree Program Mentor.



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Program Objective

The objective of the Business Technology Associate in Applied Science is to prepare students to enter the workforce in an entry level position in a business setting.

Requirements for Graduation

1. At least sixty-two designated semester credit hours.
2. Grade of "C" or better required in all Occupational Requirement courses.
3. Grade Point Average of 2.0 or better.
4. Fifteen semester credit hours in attendance at SSC.
5. Completion of Graduate Exit Survey.

Please Note: Students who begin an Associate in Applied Science degree program are permitted to change to a transfer degree program should their goals change to include the pursuit of a four-year degree upon graduation from Seminole State.

General Education Requirements 20

GOV 1113	American National Government 3
HIST 1483	American History Survey to 1877 or
HIST 1493	American History Survey since 1877..... 3
ENG 1113	Composition I 3
ENG 1213	Composition II 3
SPCH 1143	Speech..... 3
BA 1603	Workplace and Cultural Competence 3
STSC 1002	Learning Strategies 2

Technical-Occupational Core Requirements 27

BA 1123	Introduction to Business (QM)
BA 1223	Introduction to Economics
BA 1423	International Business or
BA 1323	Global Studies in International Business
BA 2233	Business Communication
BA 2423	Business Ethics
CAP 1103	Introduction to Microsoft Office (QM)
CAP 2103	Advanced Microsoft Word
CAP 2643	Advanced Microsoft Excel
CS 1003	Elementary Computer Literacy

Technical-Occupational Specialty Option Requirements..... 15

Accounting Option

ACCT 1413	Introduction to Accounting
ACCT 2033	Financial Accounting
ACCT 2123	Managerial Accounting
ACCT 2143	QuickBooks
ACCT 2233	Payroll Tax Accounting

Entrepreneurship Option

ACCT 1413	Introduction to Accounting
ACCT 2143	QuickBooks
BA 2123	Entrepreneurship
BA 2133	Human Relations
BA 2513	Marketing

Office Applications and Management Option

ACCT 2143	QuickBooks
BA 2133	Human Relations
BA 2403	Business Management
CAP 2263	Desktop Publishing
CAP 2603	Advanced Microsoft Access

MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE 62

Suggested Sequence of Major Field Courses

<u>First Semester</u>	<u>Second Semester</u>	<u>Third Semester</u>	<u>Fourth Semester</u>
BA 2123	ACCT 1413	Spec. Option Course	Spec. Option Course
BA 2233	BA 2423	Spec. Option Course	Spec. Option Course
CAP 1103	Spec. Option Course	Spec. Option Course	Spec. Option Course
Specialty Option Course			



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Degree Requirements Checklist

2021-22

	GENERAL EDUCATION REQUIREMENTS		TECHNICAL OCCUPATIONAL SUPPORT REQUIREMENTS
6 hrs.	Social Sciences <input type="checkbox"/> GOV 1113 American National Government <input type="checkbox"/> HIST 1483 American History Survey to 1877 or <input type="checkbox"/> HIST 1493 American History Survey since 1877	27 hrs.	<input type="checkbox"/> BA 1123 Introduction to Business (QM) <input type="checkbox"/> BA 1223 Introduction to Economics <input type="checkbox"/> BA 1423 International Business or <input type="checkbox"/> BA 1323 Global Studies in International Business <input type="checkbox"/> BA 2233 Business Communication <input type="checkbox"/> BA 2423 Business Ethics <input type="checkbox"/> CAP 1103 Introduction to Microsoft Office (QM) <input type="checkbox"/> CAP 2103 Advanced Microsoft Word <input type="checkbox"/> CAP 2643 Advanced Microsoft Excel <input type="checkbox"/> CS 1003 Elementary Computer Literacy
9 hrs.	Language Arts <input type="checkbox"/> ENG 1113 Principles of English Composition I <input type="checkbox"/> ENG 1213 Principles of English Composition II or <input type="checkbox"/> ENG 1313 Technical Report Writing <input type="checkbox"/> SPCH 1143 Speech		
3 hrs.	<input type="checkbox"/> BA 1603 Workplace and Cultural Competence		
2 hrs.	Student Success Required during first semester <input type="checkbox"/> STSC 1002 Learning Strategies	15 hrs.	TECHNICAL OCCUPATIONAL SPECIALTY OPTION REQUIREMENTS
20 hrs.	TOTAL REQUIRED GENERAL EDUCATION HOURS		<i>Select one of the following options:</i> <u>Accounting Option</u> ACCT 1413 Introduction to Accounting ACCT 2033 Financial Accounting ACCT 2123 Managerial Accounting ACCT 2143 QuickBooks ACCT 2233 Payroll Tax Accounting <u>Entrepreneurship Option</u> ACCT 1413 Introduction to Accounting ACCT 2143 QuickBooks BA 2123 Entrepreneurship BA 2133 Human Relations BA 2513 Marketing <u>Office Applications and Management Option</u> ACCT 2143 QuickBooks BA 2133 Human Relations BA 2403 Business Management CAP 2263 Desktop Publishing CAP 2603 Advanced Microsoft Access
		42	TOTAL REQUIRED MAJOR FIELD HOURS
		62 hrs.	TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE

revised 5/2019



Semester by Semester Suggested Degree Plan*

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COURSE NUMBER- COURSE DESCRIPTION	HOURS
FRESHMAN YEAR, 1ST SEMESTER, FALL	
<input type="checkbox"/> STSC 1002 LEARNING STRATEGIES	2
<input type="checkbox"/> ENG 1113 COMPOSITION I	3
<input type="checkbox"/> BA 1603 WORKPLACE AND CULTURAL COMPETENCE	3
<input type="checkbox"/> HIST 1483/1493 AMERICAN HISTORY SURVEY TO 1877 OR SINCE 1877	3
<input type="checkbox"/> BA 1123 INTRODUCTION TO BUSINESS	3
<input type="checkbox"/> CAP 1103 INTRODUCTION TO MICROSOFT OFFICE	3
TOTAL:	17
FRESHMAN YEAR, 2ND SEMESTER, SPRING	
<input type="checkbox"/> ENG 1213 COMPOSITION II <u>OR</u> ENG 1313 TECHNICAL REPORT WRITING	3
<input type="checkbox"/> BA 1123 INTRODUCTION TO ECONOMICS	3
<input type="checkbox"/> BA 1423 INTERNATIONAL BUSINESS <u>OR</u> BA 1323 GLOBAL STUDIES IN INTERNATIONAL BUSINESS	3
<input type="checkbox"/> BA 2233 BUSINESS COMMUNICATION	4
<input type="checkbox"/> GOV 1113 AMERICAN NATIONAL GOVERNMENT	16
TOTAL:	16
SOPHOMORE YEAR, 1ST SEMESTER, FALL	
<input type="checkbox"/> BA 2423 BUSINESS ETHICS	3
<input type="checkbox"/> BA 2213 MICROECONOMICS	3
<input type="checkbox"/> CAP 2103 ADVANCED MICROSOFT WORD	3
<input type="checkbox"/> CAP 2643 ADVANCED MICROSOFT EXCEL	3
<input type="checkbox"/> CS 1003 ELEMENTARY COMPUTER LITERACY	3
TOTAL:	15
SOPHOMORE YEAR, 1ST SEMESTER, SPRING	
<input type="checkbox"/> TECHNICAL OCCUPATIONAL SPECIALTY SUPPORT OPTION	3
<input type="checkbox"/> TECHNICAL OCCUPATIONAL SPECIALTY SUPPORT OPTION	3
<input type="checkbox"/> TECHNICAL OCCUPATIONAL SPECIALTY SUPPORT OPTION	3
<input type="checkbox"/> TECHNICAL OCCUPATIONAL SPECIALTY SUPPORT OPTION	3
<input type="checkbox"/> TECHNICAL OCCUPATIONAL SPECIALTY SUPPORT OPTION	3
TOTAL:	15
TOTAL HOURS:	63

*THIS IS A GUIDE TO HELP STUDENTS WITH PLANNING. A STUDY OF THE COURSE SCHEDULE AND A VISIT WITH YOUR ACADEMIC ADVISOR IS CRUCIAL FOR SUCCESS IN COMPLETING YOUR DEGREE.