

Business Technology Associate in Applied Science

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-one 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.

For Information Contact:

Business and Education Division at
(405) 382-9252

General Education Requirements 19

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 or
ENG 1313	Technical Report Writing..... 3
SPCH 1143	Introduction to Communications..... 3
MATH 1413	Mathematics in Society or
MATH 1513	College Algebra or
BA 1733	Business Mathematics..... 3
SOC 1101	Freshman Seminar (or SOC 1003)..... 1

Technical-Occupational Core Requirements 18

ACCT 1413	Introduction to Accounting
BA 2423	Business Ethics
BA 2123	Small Business Management
BA 2133	Human Relations
BA 2233	Business Communications
CAP 1103	Introduction to Microsoft Office

Technical-Occupational Specialty Option Requirements 24

Accounting Option

ACCT 2033	Financial Accounting
ACCT 2123	Managerial Accounting
ACCT 2143	Quickbooks
ACCT 2233	Payroll Tax Accounting
BA 2243	Personal Finance
CAP 2103	Advanced Microsoft Word
CAP 2263	Desktop Publishing
CAP 2643	Advanced Microsoft Excel

Administration Option

BA 2113	Macroeconomics
BA 2213	Microeconomics
BA 2513	Marketing
BA 2403	Business Management
BA 2243	Personal Finance
CAP 2103	Advanced Microsoft Word
CAP 2263	Desktop Publishing
CAP 2643	Advanced Microsoft Excel

Office Information Technology Option

ACCT 2143	Quickbooks
ACCT 2233	Payroll Tax Accounting
BA 1003	College Keyboarding
BA 1733	Business Mathematics
CAP 2103	Advanced Microsoft Word
CAP 2263	Desktop Publishing
CAP 2603	Advanced Microsoft Access
CAP 2643	Advanced Microsoft Excel

MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE 61

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			