

Business Software Applications

Program **A5720**
CIP 520101

Associate in Applied Science Degree in Business Management

Graduates of the Business Software Applications option of the Management program are awarded the Associate in Applied Science Degree in Business Management. The Management programs equip graduates with specific technical skills as well as a general overview of the field of business.

Successful graduates of the Business Software Applications option will be qualified to obtain entry-level office support positions in business, and will be able to:

- demonstrate facility with current word processing, spreadsheet, and database software applications;
- analyze/resolve problems related to software applications;
- use terminology common to the business environment for effective communication;
- communicate information effectively in both written and oral modes of delivery;
- comprehend how the global economy and international events affect domestic business decisions.

Students may study full-time or part-time, and may receive credit for previous training in the skills area by applying for credit-by-examination, credit-by-experience, and/or credit-by-articulation. Contact the Administrative Professional program coordinator for additional information.

Admission to the program requires a high school diploma or its equivalent.

Also see:

- Administrative Professional degree program
- Administrative Support certificate program

Curriculum

Code	Course (lecture/lab hours)	Credits
BUS 101	Introduction to Business (3/0)	3
OST 111	Basic Keyboarding Applications (2/2)	3
ENG 101	English Composition I (3/0)	3
IST 101	Computer Concepts with Applications (2/2) ¹	3
MAT 140	Applied College Algebra (4/0) ²	4
ENG 102	English Composition II (3/0) OR ³	3
ENG 112	English Composition II with Speech (3/0)	
CIS 173	PC Applications: Database (2/2)	3
OST 219	Word Processing Concepts & Applications (2/2)	3
MKT 101	Principles of Marketing (3/0)	3
HPE 110	Concepts of Health and Fitness (1/2)†	2
— —	General Education elective ⁴	3
ACC 106	Office Accounting I (3/0) OR ³	3-4
ACC 111	Principles of Financial Accounting (4/0)	
BUS 230	Global Environment of Business (3/0)	3
BUS 209	Business Letter/Report Writing (3/0)	3
ECO 103	Basic Economics (3/0) OR ³	
ECO 111	Macroeconomics (3/0) OR ³	3
ECO 112	Microeconomics (3/0)	
CIS 175	PC Applications: Spreadsheets (2/2)	3
ACC 205	Office Accounting II (3/0) OR ³	3-4
ACC 112	Principles of Managerial Accounting (4/0)	
BUS 210	Principles of Management (3/0)	3
BUS 296	International Business Practice Firm (1/5) OR	3
BUS —	Business elective	
— —	General Education elective ⁴	3
— —	Elective	3
		63-65

¹ May be substituted with another Technology general education elective if student shows competency in Microsoft Office applications.

² Students intending to transfer to a baccalaureate program should consider MAT 108, 135, or higher-level mathematics course.

³ Students intending to transfer to a baccalaureate program should take ENG 102; ECO 111 or 112; and ACC 111 and 112 to fulfill their requirements.

⁴ Select course from the following general education categories: Social Science, Humanities, Historical Perspective, Diversity and Global Perspective.

†HPE 111 is an acceptable alternative.

