



## Associate in Applied Science (A.A.S.) in Business Technology

### PROGRAM OVERVIEW

The Associate in Applied Science degree is designed to provide students with the knowledge required for entry-level positions in business, industry, and government. Also, it is designed to provide the essential skills needed for business startups and the operation of small business enterprises. Students must receive a grade of "C" or better in all business requirements. Courses taken in this program may be applied toward the Bachelor of Science in Business Administration degree.

### ACADEMIC PREPAREDNESS

UDC recognizes the important connection between student success and academic preparedness. Depending on placement test scores and/or equivalent college course work, students may be required to complete co-requisite courses in English. ***Only credits earned for the college-level portion of the co-requisite course pairing count towards degree completion requirements.***

#### Co-Requisite Courses for English

Course #	Title	Credits	Grade	Semester
ENGL-015	English Fundamentals <i>and</i>	3		
ENGL-101C	English Composition I	3		

### SEQUENCE OF STUDY

The required courses for the degree program are listed in suggested sequence on the reverse side of this document. Students are expected to complete prerequisite and co-requisite courses as indicated.

- A Prerequisite is a requirement which must be completed prior to enrollment in a particular class. This can be a placement test score or a course. For example, ENGL-111: English Composition I must be taken prior to ENGL-112: English Composition II.
- A Co-requisite is a course that must be taken in the same semester. For example, APCT 104C: Introduction to Applications of Computers Lecture must be taken along with APCT 105C: Introduction to Applications of Computers Lab.

### GUIDE TO SUBJECTS

When registering for courses, use the key below to search for courses by subject.

<b>ACCT</b>	Accounting	<b>ENGL</b>	English	<b>OADM</b>	Office Administration
<b>APCT</b>	Applied Computing	<b>FSEM</b>	First Year Seminar	<b>PHIL</b>	Philosophy
<b>BLPC</b>	Business Law, Procurement & Public Contracts	<b>MATH</b>	Mathematics	<b>PSYC</b>	Psychology
<b>BSEF</b>	Business, Economics & Finance	<b>MGTC</b>	Management Technology	<b>SPCH</b>	Speech
<b>ECON</b>	Economics				

## Associate in Applied Science (A.A.S.) in Business Technology *(Below are the required courses for arranged in suggested sequence.)*

### FIRST SEMESTER

Course #	Course Title	Credits	Semester	Grade	Prerequisites
FSEM-101C	First Year Seminar	1			
ENGL-111C	English Composition I	3			ENGL-014C and ENGL-015C or required placement test score
MATH-105C	Intermediate Algebra	3			MATH-015C or required placement test score
OADM-104C	Introduction to Business	3			
SPCH-115C	Public Speaking	3			
PHIL-108C	Intro to Social Ethics	3			
<b>Total Credit Hours:</b>		<b>16</b>			

### SECOND SEMESTER

Course #	Course Title	Credits	Semester	Grade	Prerequisites
ENGL-112C	English Composition II	3			ENGL-111C
MATH-116C	Finite Mathematics	3			MATH-105C or required placement test score
APCT-104C	Intro to Applications of Computers (Lecture)	2			Co-requisite APCT-105C
APCT-105C	Intro to Applications of Computers (Lab)	1			Co-requisite APCT-104C
ECON-201C	Principles of Macroeconomics	3			
	Natural Science Elective w/Lab	4			MATH-015C
<b>Total Credit Hours:</b>		<b>16</b>			

### THIRD SEMESTER

Course #	Course Title	Credits	Semester	Grade	Prerequisites
ACCT-201C	Principles of Accounting I	3			OADM-104C (can be Co-requisite) w/'C' or better
ECON-202C	Principles of Microeconomics	3			
MGTC-221C	Supervision	3			
OADM-208C	Business Communications	3			ENGL-112C
BLPC-214C	Legal Environment of Business	3			Sophomore Standing
<b>Total Credit Hours:</b>		<b>15</b>			

### FOURTH SEMESTER

Course #	Course Title	Credits	Semester	Grade	Prerequisites
ACCT-202C	Principles of Accounting II	3			ACCT-201C w/ 'C' or better
MGCT-246C	Salesmanship Principles & Practice	3			
BSEF-220C	Business Statistics	3			College level math
PSYC-201C	Principles of Psychology	3			
	Business Elective*	3			
<b>Total Credit Hours:</b>		<b>15</b>			<b>October 25, 2016   Effective Spring 2017</b>

\* **Approved Business Electives include:** *MKTG 304: Introduction to Marketing Management* or *BFEF 214C: Personal Finance* or *MATH 215C: Calculus for Business, Social and Life Sciences*

**Total Credit Hours for A.A.S. Degree in Business Technology: 62**