

Associate of Applied Science in Business Practices

63 Hours and 2.00 GPA

Division of Business

GENERAL EDUCATION REQUIREMENTS (19 HOURS)

Communication - 6 hours

- ___ ENGL 1113 - Freshman Composition I
- ___ ENGL 1213 - Freshman Composition II
- ___ SPCH 1112 - Intro to Speech **or**
- ___ ENGL 1313 - Technical Writing

Orientation - 1 hour

- ___ ORI 1111 - Freshman Orientation

Social & Behavioral Science - 6 hours

- ___ HIST 2483 - American History 1492 to 1865, **or**
- ___ HIST 2493 - American History 1865 to Present
- ___ POS 1113 - American Federal Government

Approved Electives - 6 hours

6 hours of approved electives

COURSES IN MAJOR (44 HOURS)

Technical Occupational Specialty Courses:

30 Hours*

- ___ BA 1113 - Introduction to Applied Business Practices
- ___ BA 1123 - Business Machines
- ___ BA 1133 - Customer Service
- ___ BA 2113 - Basic Applications I
- ___ BA 2213 - Intermediate Applications I
- ___ BA 2223 - Intermediate Applications II
- ___ BA 2313 - Advanced Applications I
- ___ BA 2323 - Advanced Applications II
- ___ BA 2433 - Special Topics in Applied Technology
- ___ BA 2443 - Special Projects in Applied Technology

Support and Related Courses - 14 hours

- ___ BUS 1113 - Business Math **or**
Approved math based elective
- ___ ACCT 1103 - Fundamentals of Accounting
- ___ COOPED 1122 - Supervised Work Experience
- ___ COOPED 2133 - Supervised Work Experience
- ___ ACCT 2103 - Managerial Accounting

**Recommended course structure. Courses may vary depending upon the occupation or trade. Variable credit specialty courses may substitute upon approval of the Vice President for Academic Affairs.*