

The Associate of Applied Science is awarded to students who satisfy the following requirements:

| Courses | Cr. | Qtr. | Gr. |
|--|-----|------|-----|
| Communication Skills | | | |
| WR 121Z Composition I | | | |
| Oral Communications | | | |
| BA 214 Business Comm. Or SP 219 Small Group Discussion | | | |
| Computation Skills | | | |
| BA 104 Business Math (or higher) | | | |
| Human Relations Skills | | | |
| BA 204 Teamwork Dynamics | | | |
| Year 1 | | | |
| Fall: | | | |
| WR 121Z Composition I | 4 | | |
| BA 131 Intro to Bus. Computing | 4 | | |
| OA 116 Office Procedures | 3 | | |
| OA 120 Business Editing | 3 | | |
| Elective | 2-3 | | |
| Winter: | | | |
| BA 101Z Intro. To Business | 4 | | |
| SP 219 Small Group Discussion or BA 214 Business Comm. | 3 | | |
| BT 221 Word Processing I | 3 | | |
| BT 105 Presentation Apps | 1 | | |
| BT 210 Email & Productivity App | 2 | | |
| Elective | 3 | | |
| Spring: | | | |
| BA 204 Teamwork Dynamics | 3 | | |
| BA 206 Principles of Management | 3 | | |
| BT 222 Word Processing II | 3 | | |
| BA 169Z Data Analysis-Excel | 4 | | |
| Elective | 3 | | |
| Year 2 | | | |
| Fall: | | | |
| BA 104 Business Math or higher | 4 | | |
| BA 226Z Introduction to Business Law | 4 | | |
| BT 251 Cloud Based Accounting Systems | 3 | | |
| BT 242 Database Applications | 4 | | |
| Winter: | | | |
| BA 211Z Principles of Financial Acct | 4 | | |
| BA 227 Business Law II | 2 | | |
| BA 255 Personnel Supervision | 3 | | |
| OA 220 Advanced Document Prod | 3 | | |
| Spring: | | | |
| OA 240 Records Management | 3 | | |

- Students must complete a minimum of 90-91 quarter credits with a grade point average of at least 2.0 in order to graduate with an AAS
- An application for graduation must be filled out one term in advance of final term.
- BA 131/CS 101 is highly recommended to be taken during the first term for this degree.

Recommended Electives:

| | | |
|--------|-------------------------|-----------|
| BA 214 | Business Communications | 3-credits |
| BA218 | Personal Finance | 3-credits |
| BA223 | Principles of Marketing | 3-credits |
| BA203 | International Business | 3-credits |
| SP 219 | Small Group Discussion | 3-credits |

- Career Pathway in:

Office Assistant - (17) credits:

| | | |
|---------|------------------------------------|---|
| BA 211Z | Principles of Financial Accounting | 4 |
| BA 131 | Intro to Business Computing | 4 |
| OA 116 | Office Procedures | 3 |
| BA 204 | Teamwork Dynamics | 3 |
| BT 221 | Word Processing I | 3 |

| | | | | |
|--|----------------|--|--|--|
| BA 213Z Principles of Managerial Acct or BT 252 Cloud Based Tax Accounting | 4-3 | | | |
| OA 251 Office Management/ Capstone | 3 | | | |
| OA 280 Co Op Work Experience | 2 | | | |
| BT 290 Integrated Office Apps | 3 | | | |
| <i>Total Credits:</i> | <i>(90-91)</i> | | | |
| | | | | |
| | | | | |