

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

Courses	Cr.	Qtr.	Gr.
Communication Skills			
WR 121Z English Composition			
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 English Composition	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		
BT 232 Spreadsheet Applications	4		
Elective	3		
Year 2			
Fall:			
BA 104 Business Math or higher	4		
BA 226 Business Law I	3		
BT 251 Computer Assist Acct I	3		
BT 242 Database Applications	4		
Winter:			
BA 211Z Principles of Financial Acct	4		
BA 227 Business Law II	3		
BA 255 Personnel Supervision	3		
OA 220 Advanced Document Prod	3		
Spring:			

- 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

OA 240 Records Management	3			
BA 213 Principles of Managerial Acct or BT 252 Comp Assist Acct II	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>			