

BUSINESS EDUCATION

Associate in Science

Note: Curricula listed on degree plan are suggested. Students should consult with their advisor concerning their unique transfer decisions.

Total Degree Credits		62
Course	Title	Credits
1st Year		
Electives		
ACCT 200	Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3
BOTE 152	Keyboarding II ¹	3
CIS 130	Presentations ²	3
Arts & Humanities		
General Education Matrix (Arts & Humanities)		3
Written Communications		
ENGL 110	College Composition I	3
Select one of the following:		3
ENGL 120	College Composition II	
ENGL 125	Introduction to Professional Writing	
Oral Communications		
COMM 110	Fundamentals of Public Speaking	3
Math, Science & Technology		
General Education Matrix (Math)		4
Math, Science & Technology		
CSCI 101	Introduction to Computers (Recommended)	3
Social & Behavioral Sciences		
General Education Matrix (Social & Behavioral Sciences)		3
		34
2nd Year		
Electives		
BOTE 210	Business Communications	3
CIS 102	Computer Software Applications - Word ²	3
CIS 104	Microcomputer Database ²	3
CIS 105	Microcomputer Spreadsheets ²	3
Arts & Humanities		
General Education Matrix (Arts & Humanities)		3
Enrichment		
Enrichment Course Matrix		2
Math, Science & Technology		
General Education Matrix (Science with Lab)		4
General Education Matrix (Science with Lab)		4
Social & Behavioral Sciences		
General Education Matrix (Social & Behavioral Sciences)		3
		28
Credits		28
Total Credits		62

¹ A prerequisite for BOTE 152 Keyboarding II is to be able to key with proper technique approximately 40+ words a minute. BOTE 102 Keyboarding I is a beginning course teaching the alphabetical keys with proper technique and can be used as an elective.

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Students may challenge.

College Degree Requirements

General Education & Diversity Course Matrix Requirements