

## BUSINESS ADMINISTRATION TECHNOLOGY Associate in Applied Science

**General Requirements:** Total Hours: 63-66 • Minimum GPA: 2.0

**Program Description:** All Associate in Applied Sciences degrees are designed to prepare students for entry into careers in the various areas of Business Administration: accounting, administrative assistant, international business, management, medical coding and reimbursement and medical transcription.

**GENERAL EDUCATION REQUIREMENTS ..... 18 hours**

Area	Min. Hours	Courses
Communications	6	ENGL 1113 English Composition I ENGL 1213 English Composition II
Social Science	6	HIST 1483 U.S. History to 1877 <b>OR</b> HIST 1493 U.S. History, 1877 to Present POLS 1113 U.S. Government
Selected General Ed Requirements	6	BISC, BOT, CHEM, ECON, HUM, MATH, MUS, ART, PSY, SOC, SPCH, CMSC, GEG, PHSC

**TECHNICAL-OCCUPATIONAL SPECIALTY COURSES ..... 30-33 hours**

Select one option from: (Requirements for each option listed on following pages.)

- Accounting
- Administrative Assistant
- International Business
- Legal Office Professional
- Management
- Medical Coding and Reimbursement
- Medical Transcription

**Program Core Requirements ..... 15 hours**

Area	Min. Hours	Courses
Business/Math	9	BUS 1103 Introduction to Business BUS 2093 Business Communications BUS 1053 Business Math <b>OR</b> MATH 1513 College Algebra
Economics	3	ECON 1353 Personal Finance
Computer Science	3	CMSC 1223 Business Applications Software <b>OR</b> Fulfillment of computer literacy requirement through options listed on Page 41*.

\*CMSC 1223 must be completed before enrolling in any Technical/Occupational Specialty Course.