BUSINESS MANAGEMENT: Administrative Support Technology Specialization
Associate of Applied Science Degree   **AL, WO, ELI***

Purpose: This specialization is designed for persons who seek employment in the field of administrative support technology, for those who are presently in that field and who desire to increase their knowledge and update their skills, and for those who must augment their abilities in other fields with knowledge and skills regarding office technology. Occupational objectives include administrative support professional and office administration/management specialists.

*Graduation requirements are certified by a faculty advisor at a campus offering this major.

Two Years			Credits
1st Semester			
ACC	211	Principles of Accounting I	3
[1]AST	141	Word Processing I	3
BUS	100	Introduction to Business	3
ENG	111	College Composition I	3
[2]MTH	151	Mathematics for the Liberal Arts I	3
[3]PED	116	Lifetime Fitness and Wellness	1
SDV		Elective	1
		Total	**17**
2nd Semester			
AST	107	Editing/Proofreading Skills	3
[4]BUS	125	Applied Business Mathematics	3
BUS	200	Principles of Management	3
ENG	112	College Composition II	3
MKT	201	Introduction to Marketing	3
[5]___		Social Science Elective	3
		Total	**18**
3rd Semester			
BUS	201	Organizational Behavior	3
BUS	226	Microcomputer Business Applications or	
		AST 236 Specialized Software Appli. or	
		ITE 115 Intro. to Computer Applications & Concepts	3
[6]___		Business Elective	3
[7]___		Humanities/Fine Arts Elective	3
ITD	110	Webpage Design I or	
		ART 116 Design for the Web I or	
		ENG 123 Writing for the World Wide Web	3
[8]SPD		Elective	3
		Total	**18**
4th Semester			
AST	234	Records and Database Management	3
AST	243	Office Administration I	3
BUS	205	Human Resource Management	3
BUS	241	Business Law I	3
[9]ECO	120	Survey of Economics	3
[3]PED/RPK			1
		Total	**16**

Total credits for the Business Management A.A.S. Degree with a Specialization in Administrative Support Technology = 69.

Check course descriptions in this catalog for requirements regarding placement test and/or prerequisite.

[1] Prerequisite is AST 101 or division approval.

[2] Students may substitute a higher level of math. Consult a faculty advisor for appropriate selection.

[3] The PED requirement may be met by one of the following options: PED 116, 2 cr.; PED 116, 1 cr. plus a PED activities course, 1 cr.; or PED 116, 1 cr. plus RPK activities course. PED 116 is offered as both a 1-credit and a 2-credit course.

[4] Students considering a transfer should consult a faculty advisor.

[5] The social science elective may be selected from the economics, geography, history, political science, psychology, or sociology (including anthropology) courses listed on page 54.

[6] It is strongly recommended that AST 260, Presentation Software, AST 253, Advanced Desktop Publishing I or ITE 140 Spreadsheet Software be taken for this elective. Other business electives may be selected from accounting, acquisitions, administrative support technology, marketing, or real estate. Students considering transfer should consult a faculty advisor for appropriate choices.

[7] Humanities/fine arts elective may be chosen from list on page 54.

[8] The SPD elective may be selected from the following: SPD 100, 110, 115, 126, 227 or 229.

[9] Students considering transfer may take ECO 201 or 202 after consulting a faculty advisor.

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