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.

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 Computer Business Applications or	
	AST 236 Specialized Software Application or	
	ITE 115 Intro to Computer Applications & Concepts	3
[6]CST	Elective	3
[7]___	Business Elective	3
[8]___	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
	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	Elective	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 social/behavioral sciences courses listed under General Education Electives.

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

[7] 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, administrative support technology, contract management, marketing, or real estate. Students considering transfer should consult a faculty advisor for appropriate choices.

[8] Humanities/fine arts elective may be selected from the humanities/fine arts courses listed under General Education Electives.

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