# BUSINESS TECHNOLOGY PROGRAM

## ASSOCIATES DEGREE IN BUSINESS TECHNOLOGY

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

### 1st Semester

| Course Number and Name | Credits |
|---|---|
| BST 1013 Word Processing | 3 |
| BST 1073 Accounting | 3 |
| BST 1303 Introduction to Computers | 3 |
| ENGL 1013 | 3 |
| TMAT 1203 Technical Mathematics | 3 |
| **Total Hours** | **15** |

### 2nd Semester

| Course Number and Name | Credits |
|---|---|
| BST 1033 Administrative Support Procedures | 3 |
| BST 1043 Professional Communication | 3 |
| BST 1053 Spreadsheets | 3 |
| BST 2113 Advanced Word Processing | 3 |
| BST 2133 Multimedia | 3 |
| **Total Hours** | **15** |

### 3rd Semester

| Course Number and Name | Credits |
|---|---|
| BST 1063 Legal Environment for Business Technology | 3 |
| BST 1083 Introduction to Economics | 3 |
| BST 2123 Computer Applications for Accounting | 3 |
| BST 2143 Introduction to Management | 3 |
| ENGL 1023 | 3 |
| **Total Hours** | **15** |

### 4th Semester

| Course Number and Name | Credits |
|---|---|
| Any Approved Social Science [1] | 3 |

| Course Number and Name | Credits |
|---|---|
| BST 2053 Advanced Spreadsheets or BST 2153 Database Management | 3 |
| BST 2163 Desktop Publishing | 3 |
| INT 2903 Internship | 3 |
| Approved Elective | 3 |
| **Total Hours** | **15** |

[1]*See appropriate alternatives or substitutions in "General Education Requirements".*
*\* Usually offered in Summer*

*Approved Electives may include BST 2053 Advanced Spreadsheets, BST 2213 Human Relations Principles and Practices, BST 2223 Introduction to Research, BST 2993 Special Topics for Business Technology, or other Business Technology courses not required by this curriculum.*