

# Business Technology Associate in Applied Science

**Degree Program Mentor**

For additional information regarding this degree, contact the Degree Program Mentor.



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**Program Objective**

The objective of the Business Technology Associate in Applied Science is to prepare students to enter the workforce in an entry level position in a business setting.

**Requirements for Graduation**

1. At least sixty-two designated semester credit hours.
2. Grade of "C" or better required in all Occupational Requirement courses.
3. Grade Point Average of 2.0 or better.
4. Fifteen semester credit hours in attendance at SSC.
5. Completion of Graduate Exit Survey.

**Please Note:** Students who begin an Associate in Applied Science degree program are permitted to change to a transfer degree program should their goals change to include the pursuit of a four-year degree upon graduation from Seminole State.

**General Education Requirements ..... 20**

GOV 1113	American National Government ..... 3
HIST 1483	American History Survey to 1877 <b>or</b>
HIST 1493	American History Survey since 1877..... 3
ENG 1113	Composition I ..... 3
ENG 1213	Composition II <b>or</b>
ENG 1313	Technical Report Writing..... 3
SPCH 1143	Introduction to Communications..... 3
MATH 1413	Quantitative Reasoning ..... 3
STSC 1002	Learning Strategies ..... 2

**Technical-Occupational Core Requirements ..... 18**

ACCT 1413	Introduction to Accounting
BA 2423	Business Ethics
BA 2123	Small Business Management
BA 2133	Human Relations
BA 2233	Business Communications
CAP 1103	Introduction to Microsoft Office

**Technical-Occupational Specialty Option Requirements ..... 24**

**Accounting Option**

ACCT 2033	Financial Accounting
ACCT 2123	Managerial Accounting
ACCT 2143	Quickbooks
ACCT 2233	Payroll Tax Accounting
BA 2243	Personal Finance
CAP 2103	Advanced Microsoft Word
CAP 2263	Desktop Publishing
CAP 2643	Advanced Microsoft Excel

**Administration Option**

BA 2113	Macroeconomics
BA 2213	Microeconomics
BA 2513	Marketing
BA 2403	Business Management
BA 2243	Personal Finance
CAP 2103	Advanced Microsoft Word
CAP 2263	Desktop Publishing
CAP 2643	Advanced Microsoft Excel

**Office Information Technology Option**

ACCT 2143	Quickbooks
ACCT 2233	Payroll Tax Accounting
BA 1003	College Keyboarding
BA 1733	Business Mathematics
CAP 2103	Advanced Microsoft Word
CAP 2263	Desktop Publishing
CAP 2603	Advanced Microsoft Access
CAP 2643	Advanced Microsoft Excel

**MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE ..... 62**

**Suggested Sequence of Major Field Courses**

<u>First Semester</u>	<u>Second Semester</u>	<u>Third Semester</u>	<u>Fourth Semester</u>
BA 2123	ACCT 1413	Spec. Option Course	Spec. Option Course
BA 2233	BA 2423	Spec. Option Course	Spec. Option Course
CAP 1103	Spec. Option Course	Spec. Option Course	Spec. Option Course
Specialty Option Course			



# Business Technology - Associate in Applied Science

## Degree Requirements Checklist

2018-19

<p>6 hrs.</p> <p>9 hrs.</p> <p>3 hrs.</p> <p>2 hrs.</p> <p>20 hrs.</p>	<p><b>GENERAL EDUCATION REQUIREMENTS</b></p> <p>Social Sciences</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> GOV 1113 American National Government</li> <li><input type="checkbox"/> HIST 1483 American History Survey to 1877 <b>or</b></li> <li><input type="checkbox"/> HIST 1493 American History Survey since 1877</li> </ul> <hr/> <p>Language Arts</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ENG 1113 Principles of English Composition I</li> <li><input type="checkbox"/> ENG 1213 Principles of English Composition II <b>or</b></li> <li><input type="checkbox"/> ENG 1313 Technical Report Writing</li> <li><input type="checkbox"/> SPCH 1143 Speech</li> </ul> <hr/> <p>Mathematics</p> <p><i>Select one of the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MATH 1413 Quantitative Reasoning</li> </ul> <hr/> <p>Student Success</p> <p>Required during first semester</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> STSC 1002 Learning Strategies</li> </ul> <hr/> <p><b>TOTAL REQUIRED GENERAL EDUCATION HOURS</b></p>	<p>3 hrs.</p> <p>15 hrs.</p> <p>24 hrs.</p> <p>24 hrs.</p> <p>24 hrs.</p> <p>24 hrs.</p> <p>42 hrs.</p> <p>62 hrs.</p>	<p><b>TECHNICAL OCCUPATIONAL SUPPORT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BA 2423 Business Ethics</li> </ul> <hr/> <p><b>TECHNICAL OCCUPATIONAL SPECIALTY CORE REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ACCT 1413 Introduction to Accounting</li> <li><input type="checkbox"/> BA 2123 Small Business Management</li> <li><input type="checkbox"/> BA 2133 Human Relations</li> <li><input type="checkbox"/> BA 2233 Business Communications</li> <li><input type="checkbox"/> CAP 1103 Introduction to Microsoft Office</li> </ul> <hr/> <p><b>TECHNICAL OCCUPATIONAL SPECIALTY OPTION REQUIREMENTS</b></p> <p><i>Select one of the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Accounting Option</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> ACCT 2033 Financial Accounting</li> <li><input type="checkbox"/> ACCT 2123 Managerial Accounting</li> <li><input type="checkbox"/> ACCT 2143 QuickBooks</li> <li><input type="checkbox"/> ACCT 2233 Payroll Tax Accounting</li> <li><input type="checkbox"/> BA 2243 Personal Finance</li> <li><input type="checkbox"/> CAP 2103 Advanced Microsoft Word</li> <li><input type="checkbox"/> CAP 2163 Desktop Publishing</li> <li><input type="checkbox"/> CAP 2643 Advanced Microsoft Excel</li> </ul> </li> <li><input type="checkbox"/> <b>Administration Option</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> BA 2113 Macroeconomics</li> <li><input type="checkbox"/> BA 2213 Microeconomics</li> <li><input type="checkbox"/> BA 2513 Marketing</li> <li><input type="checkbox"/> BA 2403 Business Management</li> <li><input type="checkbox"/> BA 2243 Personal Finance</li> <li><input type="checkbox"/> CAP 2103 Advanced Microsoft Word</li> <li><input type="checkbox"/> CAP 2163 Desktop Publishing</li> <li><input type="checkbox"/> CAP 2643 Advanced Microsoft Excel</li> </ul> </li> <li><input type="checkbox"/> <b>Office Information Technology Option</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> ACCT 2143 Quickbooks</li> <li><input type="checkbox"/> ACCT 2233 Payroll Tax Accounting</li> <li><input type="checkbox"/> BA 1003 College Keyboarding</li> <li><input type="checkbox"/> BA 1733 Business Mathematics</li> <li><input type="checkbox"/> CAP 2103 Advanced Microsoft Word</li> <li><input type="checkbox"/> CAP 2163 Desktop Publishing</li> <li><input type="checkbox"/> CAP 2643 Advanced Microsoft Access</li> <li><input type="checkbox"/> CAP 2643 Advanced Microsoft Excel</li> </ul> </li> </ul> <hr/> <p><b>TOTAL REQUIRED MAJOR FIELD HOURS</b></p> <hr/> <p><b>TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE</b></p>
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revised 2/2018