

# Business Operations

## 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 | Speech.....                               | 3 |
| BA   | 1603 | Workplace and Cultural Competence .....   | 3 |
| STSC | 1002 | Learning Strategies .....                 | 2 |

**Technical-Occupational Core Requirements ..... 27**

|     |      |  |  |
|-----|------|--|--|
| BA  | 1123 | Introduction to Business (QM)            |  |
| BA  | 1223 | Introduction to Economics                |  |
| BA  | 1423 | International Business <b>or</b>         |  |
| BA  | 1323 | Global Studies in International Business |  |
| BA  | 2233 | Business Communication (SEO)             |  |
| BA  | 2423 | Business Ethics (SO)                     |  |
| CAP | 1103 | Introduction to Microsoft Office (QM)    |  |
| CAP | 2103 | Advanced Microsoft Word (FOO)            |  |
| CAP | 2643 | Advanced Microsoft Excel (FEO)           |  |
| CS  | 1003 | Elementary Computer Literacy             |  |

**Technical-Occupational Specialty Option Requirements ..... 15**

**Accounting Option**

|      |      |                            |  |
|------|------|----------------------------|--|
| ACCT | 1413 | Introduction to Accounting |  |
| ACCT | 2033 | Financial Accounting       |  |
| ACCT | 2123 | Managerial Accounting      |  |
| ACCT | 2143 | QuickBooks                 |  |
| ACCT | 2233 | Payroll Tax Accounting     |  |

**Entrepreneurship Option**

|      |      |                            |  |
|------|------|----------------------------|--|
| ACCT | 1413 | Introduction to Accounting |  |
| ACCT | 2143 | QuickBooks                 |  |
| BA   | 2123 | Entrepreneurship (SOO)     |  |
| BA   | 2133 | Human Relations (SOO)      |  |
| BA   | 2513 | Marketing (FOO)            |  |

**Office Applications and Management Option**

|      |      |                                 |  |
|------|------|---------------------------------|--|
| ACCT | 2143 | QuickBooks                      |  |
| BA   | 2133 | Human Relations (SO)            |  |
| BA   | 2403 | Business Management (FEO)       |  |
| CAP  | 2263 | Desktop Publishing              |  |
| CAP  | 2603 | Advanced Microsoft Access (SEO) |  |

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

**FO=**FALL ONLY    **FOO=**FALL ODD YRS ONLY    **FEO=**FALL EVEN YRS ONLY

**SO=**SPRING ONLY    **SOO=**SPRING ODD YRS ONLY    **SEO=**SPRING EVEN YRS ONLY



# Business Operations - Associate in Applied Science

## Degree Requirements Checklist

2022-23

|         |   |         |  |
|---------|---|---------|--|
| 6 hrs.  | <b>GENERAL EDUCATION REQUIREMENTS</b><br>Social Sciences<br><input type="checkbox"/> GOV 1113 American National Government<br><input type="checkbox"/> HIST 1483 American History Survey to 1877 <b>or</b><br><input type="checkbox"/> HIST 1493 American History Survey since 1877   | 27 hrs. | <b>TECHNICAL OCCUPATIONAL SUPPORT REQUIREMENTS</b><br><input type="checkbox"/> BA 1123 Introduction to Business (QM)<br><input type="checkbox"/> BA 1223 Introduction to Economics<br><input type="checkbox"/> BA 1423 International Business <b>or</b><br><input type="checkbox"/> BA 1323 Global Studies in International Business<br><input type="checkbox"/> BA 2233 Business Communication (SEO)<br><input type="checkbox"/> BA 2423 Business Ethics (SO)<br><input type="checkbox"/> CAP 1103 Introduction to Microsoft Office (QM)<br><input type="checkbox"/> CAP 2103 Advanced Microsoft Word (FOO)<br><input type="checkbox"/> CAP 2643 Advanced Microsoft Excel (FEO)<br><input type="checkbox"/> CS 1003 Elementary Computer Literacy  |
| 9 hrs.  | Language Arts<br><input type="checkbox"/> ENG 1113 Principles of English Composition I<br><input type="checkbox"/> ENG 1213 Principles of English Composition II <b>or</b><br><input type="checkbox"/> ENG 1313 Technical Report Writing<br><input type="checkbox"/> SPCH 1143 Speech |         |  |
| 3 hrs.  | <input type="checkbox"/> BA 1603 Workplace and Cultural Competence (FO)   |         |  |
| 2 hrs.  | Student Success<br>Required during first semester<br><input type="checkbox"/> STSC 1002 Learning Strategies   | 15 hrs. | <b>TECHNICAL OCCUPATIONAL SPECIALTY OPTION REQUIREMENTS</b><br><i>Select one of the following options:</i>   |
| 20 hrs. | <b>TOTAL REQUIRED GENERAL EDUCATION HOURS</b>   |         | <p><b><u>Accounting Option</u></b></p> <p>ACCT 1413 Introduction to Accounting<br/>         ACCT 2033 Financial Accounting<br/>         ACCT 2123 Managerial Accounting<br/>         ACCT 2143 QuickBooks<br/>         ACCT 2233 Payroll Tax Accounting</p> <p><b><u>Entrepreneurship Option</u></b></p> <p>ACCT 1413 Introduction to Accounting<br/>         ACCT 2143 QuickBooks<br/>         BA 2123 Entrepreneurship (SOO)<br/>         BA 2133 Human Relations (SO)<br/>         BA 2513 Marketing (FOO)</p> <p><b><u>Office Applications and Management Option</u></b></p> <p>ACCT 2143 QuickBooks<br/>         BA 2133 Human Relations<br/>         BA 2403 Business Management<br/>         CAP 2263 Desktop Publishing<br/>         CAP 2603 Advanced Microsoft Access(SEO)</p> |
|         |   | 42      | <b>TOTAL REQUIRED MAJOR FIELD HOURS</b>  |
|         |   | 62 hrs. | <b>TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE</b>   |

revised 5/2019

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## Semester by Semester Suggested Degree Plan\*

### Business Operations - Associate in Applied Science

| COURSE NUMBER- COURSE DESCRIPTION  | HOURS     |
|--|-----------|
| <b>FRESHMAN YEAR, FALL</b>   |           |
| <input type="checkbox"/> STSC 1002 LEARNING STRATEGIES   | 2         |
| <input type="checkbox"/> ENG 1113 COMPOSITION I  | 3         |
| <input type="checkbox"/> BA 1603 WORKPLACE AND CULTURAL COMPETENCE   | 3         |
| <input type="checkbox"/> HIST 1483/1493 AMERICAN HISTORY SURVEY TO 1877 OR SINCE 1877                              | 3         |
| <input type="checkbox"/> BA 1123 INTRODUCTION TO BUSINESS  | 3         |
| <input type="checkbox"/> CAP 1103 INTRODUCTION TO MICROSOFT OFFICE   | 3         |
| <b>TOTAL:</b>  | <b>17</b> |
| <b>FRESHMAN YEAR, SPRING</b>   |           |
| <input type="checkbox"/> ENG 1213 COMPOSITION II <u>OR</u> ENG 1313 TECHNICAL REPORT WRITING                       | 3         |
| <input type="checkbox"/> BA 1123 INTRODUCTION TO ECONOMICS   | 3         |
| <input type="checkbox"/> BA 2423 BUSINESS ETHICS (SO)  | 3         |
| <input type="checkbox"/> BA 2233 BUSINESS COMMUNICATION (SEO)  | 3         |
| <input type="checkbox"/> TECHNICAL-OCCUPATIONAL SPECIALTY OPTION REQUIREMENT                                       | 3         |
| <b>TOTAL:</b>  | <b>15</b> |
| <b>SOPHOMORE YEAR, FALL</b>  |           |
| <input type="checkbox"/> SPCH 1143 SPEECH  | 3         |
| <input type="checkbox"/> BA 1423 INTERNATIONAL BUSINESS <u>OR</u> BA 1323 GLOBAL STUDIES IN INTERNATIONAL BUSINESS | 3         |
| <input type="checkbox"/> CAP 2103 ADVANCED MICROSOFT WORD (FOO)  | 3         |
| <input type="checkbox"/> CS 1003 ELEMENTARY COMPUTER LITERACY  | 3         |
| <input type="checkbox"/> TECHNICAL-OCCUPATIONAL SPECIALTY OPTION REQUIREMENT                                       | 3         |
| <b>TOTAL:</b>  | <b>15</b> |
| <b>SOPHOMORE YEAR, SPRING</b>  |           |
| <input type="checkbox"/> CAP 2643 ADVANCED MICROSOFT EXCEL (SEO)   | 3         |
| <input type="checkbox"/> GOV 1113 AMERICAN NATIONAL GOVERNMENT   | 3         |
| <input type="checkbox"/> TECHNICAL OCCUPATIONAL SPECIALTY OPTION REQUIREMENT                                       | 3         |
| <input type="checkbox"/> TECHNICAL OCCUPATIONAL SPECIALTY OPTION REQUIREMENT                                       | 3         |
| <input type="checkbox"/> TECHNICAL OCCUPATIONAL SPECIALTY OPTION REQUIREMENT                                       | 3         |
| <b>TOTAL:</b>  | <b>15</b> |
| <b>TOTAL HOURS:</b>  | <b>62</b> |

\*THIS IS A GUIDE TO HELP STUDENTS WITH PLANNING. A STUDY OF THE COURSE SCHEDULE AND A VISIT WITH YOUR ACADEMIC ADVISOR IS CRUCIAL FOR SUCCESS IN COMPLETING YOUR DEGREE.

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