

# BUSINESS TECHNOLOGY - ACCOUNTING

## ASSOCIATE IN APPLIED SCIENCE [MIC 5121]

60 CREDIT HOURS



[BOOKKEEPING CERTIFICATE – 9 CREDIT HOURS]

[ENROLLED AGENT CERTIFICATE – 10 CREDIT HOURS]

[PARAPROFESSIONAL ACCOUNTING ASSISTANT – 28 CREDIT HOURS]

### FALL START - EVENING, ONLINE AND OPEN LEARNING COURSE FORMATS –

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ATEC 120	Small Business Accounting [EVENING]	3		
CTEC 136	Excel Level I [OL]	1		
CTEC 137	Excel Level II [OL]	1		
ENGL 101	Critical Reading & Writing	3		
CTEC 101	Introduction to Computers	3		
DMED 101	Introduction to Digital Media	3		
OTEC 101	Keyboarding [OL]	1		
ATEC 130 <sup>E</sup>	QuickBooks Accounting [EVENING]		3	
ATEC 150 <sup>E</sup>	Small Business Accounting [EVENING]		3	
CTEC 156	Word Level I [OL]		1	
CTEC 157	Word Level II [OL]		1	
BTEC 115	Business Communications		3	
Math	Any college level math course		3-4	
Huma/FA Elective	Any huma or fine arts general education course			3
<b>Total Credit Hours</b>		<b>15</b>	<b>14-15</b>	<b>3</b>

SECOND YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ATEC 205 <sup>E</sup>	Individual Income Taxation	3		
ATEC 206 <sup>E</sup>	Business Income Taxation	4		
ATEC 207 <sup>E</sup>	Ethics, Tax Administration & Planning	3		
CTEC 166	Outlook and OneNote [OL]	2		
BTEC 170*	Supervision	3		
CTEC 146	Access Level I		1	
CTEC 147	Access Level II		1	
BTEC 145	Employment Success Strategies		1	
BTEC 150	Customer Relations		1	
BTEC 299	Internship in Business Technology		1	
Social Science	Any social science general education course		3	
ELECTIVE <sup>E</sup>	Choose 2 credit hours from list below:		2	
	- CTEC 138			
	- ACCT 200, 201			
	- ATEC 208			
	- BUSN 108			
	- SVL 101			
Life/Physical Science	Any life/physical science general education course			3
<b>Total Credit Hours</b>		<b>15</b>	<b>10</b>	<b>3</b>

# BUSINESS TECHNOLOGY – ADMINISTRATIVE OFFICE PROFESSIONAL ASSOCIATE IN APPLIED SCIENCE [MIC 5121]

60 CREDIT HOURS



STUDENTS ALSO RECEIVE THE FOLLOWING CERTIFICATES:

- Administrative Office Professional – 19 credit hours

This recommended sequence is based on a full-time, 6-semester schedule beginning in the fall. This program can also be started in the Summer or Spring semesters. See your academic advisor to adjust your plan of study. Core classes are offered in evening, online and open learning formats

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
CTEC 101 <sup>‡</sup>	Introduction to Computers	3		
CTEC 136 <sup>‡</sup>	Excel Level I [open learning]	1		
CTEC 137 <sup>‡</sup>	Excel Level II [open learning]	1		
CTEC 156 <sup>‡</sup>	Word Level I [open learning]	1		
CTEC 157 <sup>‡</sup>	Word Level II [open learning]	1		
ENGL 101	Critical Reading & Writing	3		
OTEC 101 <sup>‡</sup>	Keyboarding [open learning]	1		
OTEC 104	Office Simulation [open learning]	2		
ATEC 130**	QuickBooks Accounting		3	
CTEC 146 <sup>‡</sup>	Access Level I [open learning]		1	
CTEC 147 <sup>‡</sup>	Access Level II [open learning]		1	
CTEC 166	Outlook and OneNote [open learning]		2	
Math	Any college level math course or TMAT 103 <sup>‡</sup>		3-4	
OTEC 102 <sup>‡</sup>	Advanced Keyboarding [open learning]		1	
OTEC 113	Records Management [open learning]		2	
Program elective(s) #	Any course(s) from list below (13 hours total needed)			3-4
<b>Total Credit Hours</b>		<b>13</b>	<b>13-14</b>	<b>3-4</b>

SECOND YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
BTEC 115	Business Communications	3		
BTEC 145	Employment Success Strategies [open learning]	1		
BTEC 150	Customer Relations	1		
BTEC 170*	Supervision	3		
Life/Physical Science	Any life/physical science general education course	3		
Program elective(s) #	Any course(s) from list below (13 hours total needed)	3-4		
BTEC 299	Internship in Business Technology		1	
DMED 101	Introduction to Digital Media		3	
Social science	Any social science general education course		3	
Program elective(s) #	Any course(s) from list below (13 hours total needed)		3-4	
Program elective(s) #	Any course(s) from list below (13 hours total needed)		4	
Humanities or fine arts	Any humanities or fine arts general education course			3
<b>Total Credit Hours</b>		<b>14-15</b>	<b>14</b>	<b>3</b>

\* denotes a fall only class

\*\*denotes a spring only class

<sup>‡</sup>proficiency exam available

#Electives: 14 total hours needed. Choose any combination of:

ATEC 120, ATEC 150, ACCT 200, ACCT 201, BUSN 110, BUSN 130, BUSN 210, BUSN 220, BUSN 230, BTEC 299 (add'l hours)  
COMM 101, CSCI 110, DMED 110, DMED 120, DMED 130, DMED 150, DMED 170, DMED 210, OTEC 102, OTEC 104, OTEC 113,  
SVL 101 (1-3 hours)

# BUSINESS TECHNOLOGY – MICROSOFT OFFICE SPECIALIST

## ASSOCIATE IN APPLIED SCIENCE [5121]

60 CREDIT HOURS



STUDENTS ALSO RECEIVE THE FOLLOWING CERTIFICATES:

- Word Microsoft Office Specialist Microcertificate – 3 credit hours
- Excel Microsoft Office Specialist Microcertificate – 3 credit hours
- Access Microsoft Office Specialist Microcertificate – 3 credit hours
- Microsoft Office Specialist – 12 credit hours

This recommended sequence is based on a 6-semester schedule beginning in the fall. This program can also be started in the Summer or Spring semesters. See your academic advisor to adjust your plan of study. *Core classes are offered in evening, online and open learning formats.*

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
CTEC 101 <sup>‡</sup>	Introduction to Computers	3		
CTEC 136 <sup>‡</sup>	Excel Level I <i>[open learning]</i>	1		
CTEC 137 <sup>‡</sup>	Excel Level II <i>[open learning]</i>	1		
CTEC 156 <sup>‡</sup>	Word Level I <i>[open learning]</i>	1		
CTEC 157 <sup>‡</sup>	Word Level II <i>[open learning]</i>	1		
CTEC 166	Outlook and OneNote	2		
OTEC 101 <sup>‡</sup>	Keyboarding <i>[open learning]</i>	1		
ENGL 101	Critical Reading & Writing	3		
ACCT 130**	QuickBooks Accounting		3	
CTEC 125 <sup>‡</sup>	PowerPoint		1	
CTEC 138 <sup>‡</sup>	Excel Level III <i>[open learning]</i>		1	
CTEC 158	Word Level III <i>[open learning]</i>		1	
CTEC 146 <sup>‡</sup>	Access Level I <i>[open learning]</i>		1	
CTEC 147 <sup>‡</sup>	Access Level II <i>[open learning]</i>		1	
CTEC 148	Access Level III <i>[open learning]</i>		1	
Math	Any college level math course or TMAT 103 <sup>‡</sup>		3-4	
Program elective(s) <sup>#</sup>	Any course(s) from list below <i>[14 total hours needed]</i>		3-4	
Humanities or fine arts	Any humanities or fine arts general education course			3
<b>Total Credit Hours</b>		<b>13</b>	<b>15</b>	<b>3</b>

SECOND YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
BTEC 115	Business Communications	3		
BTEC 145	Employment Success Strategies <i>[open learning]</i>	1		
BTEC 150	Customer Relations	1		
BTEC 170*	Supervision	3		
Social science	Any social science general education course	3		
Program elective(s) <sup>#</sup>	Any course(s) from list below <i>[14 total hours needed]</i>	3-4		
BTEC 299	Internship in Business Technology		1	
DMED 101	Introduction to Digital Media		3	
Program elective(s) <sup>#</sup>	Any course(s) from list below <i>[14 total hours needed]</i>		8	
Life/Physical Science	Any life/physical science general education course			3
<b>Total Credit Hours</b>		<b>14-15</b>	<b>12</b>	<b>3</b>

\* denotes a fall only class      \*\*denotes a spring only class      <sup>‡</sup>proficiency exam available

**#Electives:** 14 total hours needed. Choose any combination of:

A TEC 120, A TEC 150, ACCT 200, ACCT 201, BUSN 110, BUSN 130, BUSN 210, BUSN 220, BUSN 230, BTEC 299 (add'l hours)  
 COMM 101, CSCI 110, DMED 110, DMED 120, DMED 130, DMED 150, DMED 170, DMED 210, OTEC 102, OTEC 104, OTEC 113,  
 SVL 101 (1-3 hours)

# BUSINESS TECHNOLOGY – SMALL BUSINESS MANAGEMENT

## ASSOCIATE IN APPLIED SCIENCE [MIC 5121]

60 CREDIT HOURS



STUDENTS ALSO RECEIVE THE FOLLOWING CERTIFICATES:

- Small Business Management Certificate (19 credit hours)

This recommended sequence is based on a full-time, 5-semester schedule beginning in the fall. This program can also be started in the summer or spring semesters, or taken part-time. See your academic advisor to adjust your plan of study.

Core classes offered in evening, online and open learning formats.

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ATEC 120*	Small Business Accounting	3		
CTEC 101 <sup>‡</sup>	Introduction to Computers	3		
BTEC 170*	Supervision	3		
BUSN 210	Legal Environment of Business	3		
ENGL 101	Critical Reading & Writing	3		
ATEC 130**	QuickBooks Accounting		3	
BTEC 115	Business Communications		3	
BTEC 150	Customer Relations		1	
BTEC 250**	Small Business Management		3	
OTEK 101 <sup>‡</sup>	Keyboarding [open learning]		1	
Math	Any college level math course or TMAT 103 <sup>‡</sup>		3-4	
Social science	Any social science general education course			3
<b>Total Credit Hours</b>		<b>15</b>	<b>14-15</b>	<b>3</b>

SECOND YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
CTEC 136 <sup>‡</sup>	Excel Level I [open learning]	1		
CTEC 137 <sup>‡</sup>	Excel Level II [open learning]	1		
CTEC 156 <sup>‡</sup>	Word Level I [open learning]	1		
CTEC 157 <sup>‡</sup>	Word Level II [open learning]	1		
BTEC 145	Employment Success Strategies	1		
DMED 101	Introduction to Digital Media	3		
Program Elective(s)	Choose from course(s) listed below	6		
CTEC 146 <sup>‡</sup>	Access Level I [open learning]		1	
CTEC 147 <sup>‡</sup>	Access Level II [open learning]		1	
CTEC 166	Outlook and OneNote [open learning]		2	
BTEC 299	Internship in Business Technology		1	
Life/Physical Science	Any life/physical science general education course		3	
Humanities or fine arts	Any humanities or fine arts general education course		3	
Program Elective(s)	Choose from course(s) listed below		3	
<b>Total Credit Hours</b>		<b>14</b>	<b>14</b>	

\* denotes a fall only class

\*\*denotes a spring only class

<sup>‡</sup>proficiency exam available

#Electives: at least 9 total hours needed. Choose any combination of:

- CTEC 138, 148 or 158 (you can also earn Microsoft Office Specialist credentials)
- ACCT 200, 201
- ATEC 120
- BUSN 108, BUSN 110, BUSN 130, 220, 230, or BUSN 299 (add'l hour)
- SVL 101

