

Business Leadership

Associate of Applied Science Degree

Professional-Technical Program

The Business Leadership program allows students to design an associate of applied science degree to fit their educational and professional goals by completing a set of Post-Secondary Certificates. The components of the A.A.S. degree consist of four areas: a Post-Secondary Certificate in the Foundation Courses, a Post-Secondary Certificate in the General Business Core, two Post-Secondary Certificates selected from a rich mix of Professional-Technical Areas of Competence (PTAC), and completion of the General Education requirements for a total of 61 credits.

Successful completion of each of the Post-Secondary Certificate options will enable students to specialize in specific areas of interest for entry-level positions that meet their individual career goals. Placement in some of the courses in the Professional-Technical Areas of Competence may be determined by college assessment tests or prior to completion of prerequisites.

Program Requirements

First Semester

Course No.	Title	Credits
ANTH-225	Native People of North America	3
ATEC-110	Successful Job Search	1
COMM-101	Introduction to Speech Communication	3
ECON-201	Principles of Economics (Macro)	3
ENGL-101	English Composition	3
MATH-123	Contemporary Math (or higher)	<u>3-4</u>
		Semester Total 16-17

Complete the 9 credits of Foundation Courses:

Foundation Courses

Course No.	Title	Credits
BLDR-105	Customer Service	3
CAOT-120	Word Processing/Word 1	1
	or CAOT-160 Desktop Publishing/Publisher 1	(1)
CAOT-130	Spreadsheets/Excel 1	1
	or CAOT-161 Desktop Publishing/Publisher 2	(1)
COMM-233	Interpersonal Communication	3
CSC-106	College Internet Skills	<u>1</u>
		Total 9

Complete the 12 credits of Business Core Courses:

General Business Core Courses

Students completing the A.A.S. degree in Business Leadership must complete the following courses:

Course No.	Title	Credits
ACCT-138	Accounting for Managers	3
BUSA-101	Introduction to Business	3
BUSA-211	Principles of Management	3
	or BUSA-221 Principles of Marketing	(3)
BUSA-265	Legal Environment of Business	<u>3</u>
		Total 12

Two areas of competence

Choose from two of the options listed on the Post Secondary Certificate Program Guidelines 24-26

Program Total 61-64