

Business Technology eMAP for Associate of Applied Science	
Complete any required Learning Support courses. Then,	
1st Semester	Hours
COMP 1000 - Introduction to Computers *NOTE this class must be completed in the first semester of the program.	3
ENGL 1101 - Composition & Rhetoric (Gen. Ed. Area I)	3
MGMT 1120 - Introduction to Business	3
Gen Ed. Area IV: Humanities/Fine Arts - Select from any of the courses listed in the college catalogue for this area.	3
2nd Semester	Hours
BUSN 1460 - Keyboarding & Document Formatting	4
BUSN 1450 - Computer Applications for the Business Professional (Fall & Spring only)	4
MATH 1111 - College Algebra (Gen. Ed. Area III)	3
BUSN 2150 - Social Media and Electronic Communication	3
3rd Semester	Hours
Gen. Ed. Area II: Social/Behavioral Sciences - Select from any of the courses listed in the college catalogue for this area.	3
ACCT 1100 – Financial Accounting I	4
BUSN 1240 – Office Procedures (Fall & Spring only)	3
One course from your specialization area: Office Management, Human Resources, Social Media or Project Management)	3
4th Semester	Hours
BUSN 1470 - Professional Communication Skills (Fall & Spring only)	3
BUSN 2190 - Business Document Proofreading & Editing (Fall only)	3
Gen. Ed. Area V: Additional Requirements - Select from any of the courses listed in the college catalogue for this area.	3
One course from your specialization area: Office Management, Human Resources, Social Media or Project Management)	3
5th Semester	Hours
Complete remaining courses in specialization area. One or two classes possible	3-6
Choose six hours of program guided electives. See below list for all available courses.	6
Program Guided Electives	Hours
Choose Six Hours of Guided Electives:	
ACCT 2145 - Personal Finance	3
BUSN 1250 - Records Management (Summer only)	3
Continued on second page	

BUSN 2130 - Expert Spreadsheet Analysis (Fall only)	3
BUSN 2140 - Expert Word Processing (Spring only)	3
BUSN 2235 - Business Administrative Assistant Internship	3
BUSN 2240 - Business Administrative Assistant Internship I	4
BUSN 2250 - Business Administrative Assistant Internship II	6
CIST 1510 - Web Design I	3
MGMT 1100 - Principles of Management	3
MGMT 1105 - Organizational Behavior	3
MGMT 2115 - Human Resource Management	3
MGMT 2130 - Employee Training & Development	3
MGMT 2210 - Project Management	3
MKTG 1100 - Principles of Marketing	3
MKTG 1130 - Business Regulations & Compliance	3
MKTG 1190 - Marketing Communications	3
MKTG 2500 - Analyzing Social Media	3