

Associate of Applied Science Degree – Business Services

The Associate of Applied Science in Business Services degree is designed for students who wish to enter the workforce as entry-level business employees. Students will take courses from a variety of business disciplines to make them well-rounded, highly-productive personnel. UACCB's A.A.S. in Business Services degree consists of 15 credit hours of general education requirements and 45 credit hours in business classes.

A.A.S. – Business Services (60 hours)

CORE REQUIREMENTS IN GENERAL EDUCATION

English/Communications – Six (6) hours required

- ___ ENG 1103 English Composition I
 - ___ ENG 1203 English Composition II
- OR**
- ___ ENG 1303 Technical Writing

Math – Three (3) hours required

- ___ MTH 1003 Technical Math
 - ___ MTH 1023 College Algebra
 - ___ MTH 1043 Quantitative Literacy
- Or any higher level math course.*

Computer Sciences – Three (3) hours required

- ___ CIS 1053 Computer Software Applications

Social Sciences – Three (3) hours required

- ___ HIS 1013 World Civilization I
- ___ HIS 1023 World Civilization II
- ___ HIS 2003 United States History I
- ___ HIS 2013 United States History II
- ___ POS 2103 United States Government
- ___ PSY 1003 General Psychology
- ___ SOC 2003 Principles of Sociology

Business Core Curriculum – Fifteen (15) hours required

- ___ ACC 1033 Computerized Accounting
- ___ BUS 1013 Introduction to Business
- ___ BUS 1023 Business Communications
- ___ ACC 1013 Principles of Accounting I
- ___ BUS 2033 Legal Environment of Business

Business Major Courses – Thirty (30) hours required

- ___ BUS 2013 Principles of Management
 - ___ CIS 2013 Applied Electronic Spreadsheets
 - ___ OFA 2033 Administrative Office Procedures
 - ___ BUS 2113 Business Ethics
 - ___ ACC 1023 Principles of Accounting II
 - ___ BUS 2513 Principles of Marketing
 - ___ BUS 2503 Personal Finance
 - ___ BUS 2753 Small Business Management
 - ___ BUS 2653 Internship
 - ___ ECN 2013 Macroeconomics
- OR**
- ___ ECN 2023 Microeconomics

Technical Certificate – Clerical Services (30 hours)

General Education Core

- ___ CIS 1003 Introduction to Computers
- ___ ENG 1103 English Composition I
- ___ MTH 1003 Technical Math or other college level math course

Technical Education Core

- ___ ACC 1013 Principles of Accounting I
- ___ BUS 1023 Business Communications
- ___ CIS 1053 Computer Software Applications
- ___ ACC 1033 Computerized Accounting

Major Courses

- ___ OFA 1063 Word Processing
- ___ CIS 2013 Applied Electronic Spreadsheet
- ___ OFA 2033 Administrative Office Procedures

Technical Certificate – Entrepreneurship Focus (30 hours)

General Education Core

- ___ ENG 1103 English Composition I
- ___ CIS 1003 Introduction to Computers
- ___ MTH 1003 Technical Math or other college level math course

Major Courses

- ___ ETR 1003 Introduction to Entrepreneurship
- ___ ETR 2003 Professional Selling/Advertising
- ___ ETR 2033 Feasibility and Funding
- ___ BUS 2113 Business Ethics
- ___ BUS 2013 Principles of Management
- ___ BUS 2753 Small Business Management
- ___ BUS 2513 Principles of Marketing