


ACADEMIC MAP

Business Technology, A.A.S

Semester 1



COURSE	CR	COMMENTS
ENGL 101 COMPOSITION 1	3	*
CS 101 INTRO TO PC APPLICATIONS	4	*
GBUS 101 INTRO TO BUSINESS	3	 ** COLL 101 EMBEDDED
BTEC 116 INTERMEDIATE KEYBOARDING	3	CO-REQ: CS101
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	*
TOTAL:	16	



The Associate of Applied Science in Business Technology

gives students a strong background in business technology skills and competencies. Graduates are prepared to work as administrative assistants or office managers in a variety of business settings. In addition, students may be admitted to BASBA in Business Information Technology to complete a bachelor's degree.

Semester 2

COURSE	CR	COMMENTS
ENGL 102 ~COMPOSITION 2	3	*
BTEC 275 ADVANCED BUSINESS APPLICATIONS	3	 **
BTEC 235 MICROSOFT WORD/WINDOWS	3	
BUSINESS ELECTIVE	2	
COMM 111 ~FUNDAMENTALS OF SPEECH	3	*
TOTAL:	14	



MILESTONE COURSE:



These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.



CAREER PLANNING:

As you get ready for your last year before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview. Students interested in the BAS should apply for the program in their final semester of the AAS program.

Semester 3



COURSE	CR	COMMENTS
GBUS 117 FINANCIAL BUSINESS APPLICATION	3	 **
ECON 202 MACROECONOMICS	3	*
ACCT 201 PRINCIPLES OF ACCOUNTING 1	3	**
BTEC 265 MULTIMEDIA PRESENTATIONS	3	
BUSINESS ELECTIVE	3	
TOTAL:	15	



CAPSTONE COURSE:

The capstone is a semester-long project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

Semester 4

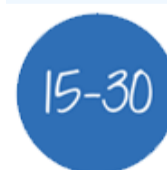
COURSE	CR	COMMENTS
BTEC 270 INTRODUCTION TO WEB PAGE DESIGN	3	
ECON 201 MICROECONOMICS	3	**
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3	* SEE REVERSE
GBUS 202 BUSINESS COMMUNICATION	3	**
BTEC 295 PROFESSIONAL DEVELOPMENT SEMINAR	3	 
TOTAL:	15	



ELECTIVES: Business electives may be chosen from courses with the following pre-fixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, or MKTG

GPA REQUIREMENTS

*- GEN ED 2.00
 **- COMMON PROFESSIONAL COMPONENT 2.25
 BEYOND 2.50



Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL DEGREE CREDITS:

60

General Education Courses



To ensure breadth and depth as students meet these broad education goals, the curriculum focuses on six academic "strands."

Composition & Rhetoric	Science & Technology	Math & Quantitative Skills	Society, Diversity, & Connections	Human Inquiry & the Past	The Arts & Creativity
6 Cr. Hrs.	4 Cr. Hrs.	3 Cr. Hrs.	9 Cr. Hrs.	3 Cr. Hrs.	0 Cr. Hrs.
ENGL 101 ENGL 102	CS 101	MATH 120*	COMM 111 ECON 201 ECON 202	HIST 101 HIST 102 HIST 152 HIST 153 PHIL 111 PHIL 170	Included in BASBA BIT

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education. (March 2018)

BUSINESS ELECTIVES:

Business electives may be chosen from courses with the following prefixes:

ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. For assistance in choosing electives please see your academic advisor.

Associate in Applied Science in Business Technology Graduation Requirements:

- Maintain minimum grade point average of 2.25.
- Monitor program progress through My Degree to remain on the graduation pathway.
- Maintain minimum grade-point average 2.5 in the Business Technology concentration and obtain a C or higher in GBUS 202 Business Communications and in each Business Technology course (designed with a double asterisk **).
- Complete proctored Major Fields Test in capstone course BTEC 295.
- Complete at least 15 hours of credit at WVU Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines