


ACADEMIC MAP

Business Technology, C.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	
MATH 120 QUANTITATIVE LITERACY	3	
TOTAL:	16	



The **Certificate of Applied Science in Business**

Technology gives students a basic understanding of business technology skills and competencies. Graduates are prepared to work as receptionists in entry-level office positions.



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:

It is recommended that you continue on for the Associate of Applied Science in Business

Technology to prepare you for additional positions in the business world.



ELECTIVES: Business

Electives: Choose courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG.





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

TOTAL DEGREE CREDITS:

30

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	

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.	3 Cr. Hrs.	0 Cr. Hrs.	0 Cr. Hrs.
ENGL 101 ENGL 102	CS 101	MATH 120 OR HIGHER	COMM 111	Included in BASBA	Included in BASBA

Certificate of Applied Science Graduation Requirements:

- Monitor program progress through My Degree to remain on graduation pathway.
- Complete 30 credit hours.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 8 hours of credit at WVU Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.