

Computer Applications in Business

Associate in Applied Science Degree

(Code: EVCBU)

Students learn computer and technical skills required of today's workers. May take the program completely online or opt for classroom training. Learn to solve business problems utilizing computer software, manage data to make datadriven decisions, and prepare statistical reports, spreadsheets, presentations, publications, web pages, and information requests. Flexibility is built into the program so that students have the opportunity to take medical, legal, accounting, or a variety of specialty electives, such as foreign language, to enhance credentials or prepare for further study.

General Education	Credit Hours
CSC118 Computer Systems & Applications	3
ENG105 Composition I	3
SPC112 Public Speaking	3
Social/Behavioral Science/Humanities (courses approved for AA)	3
Electives (courses approved for AA)	9
(must select 3 credit hours)	
MAT110 Math for Liberal Arts	3
BUS230 Quant Methods for Business Decision Making	3
MAT156 Statistics	3
Total	24
Program Requirements	
ACC111 Introduction to Accounting	3
or	
ACC121 Principles of Accounting I	(3)
ADM112 Keyboarding	3
or	
ADM116 Keyboarding II	(3)
ADM154 Business Communications	3
or	
ENG111 Technical Writing	(3)
ADM161 Office Management	3
or	
MGT130 Principles of Supervision	(3)
BCA134 Word Processing	3
BCA152 Comprehensive Spreadsheets	3
BCA178 Presentation Software	3
CSC119 Computer Systems & Applications II	3
CSC120 Computer Systems & Applications III	3
Total	27
Electives (must select 13 credit hours)	
Electives ACC, BCA, BUS, CSC, MAP, PRL Prefixes	13
or choose from list below:	
ACC311 Computer Accounting	(3)
BCA768 Adobe for Business	(3)
BUS291 Employment Portfolio & Career Development	(2)
CIS207 Fundamentals of Web Programming	(3)
ECN115 Personal Finance	(3)
GRA140 Digital Imaging	(3)
NET123 Computer Hardware Basics	(4)
Total	13
Total Required Hours	64