

# ASSOCIATE OF APPLIED SCIENCE IN BUSINESS DEGREE

Students seeking an Associate of Applied Science in Business degree generally move directly into the workplace upon graduation. This Associate degree is flexible and provides a wide range of classroom experience in the fields of accounting, computers, management, marketing, administrative assistant, medical office assistant, medical transcriptionist, health insurance/coder biller and supervision. Students are encouraged to meet with their advisor to choose classes that pertain to their area of concentration.

## Requirements

### General Education

Code	Title	Credits
<b>Program Introduction</b>		
BUS-104	INTRO TO BUSINESS	4.00

### Communications

Must complete either BUS-111 or ENG-121 plus COM-110 and COM-150

BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM (OR) <sup>1</sup>	4.00
ENG-121	ENGLISH COMPOSITION I <sup>1</sup>	
COM-110	INTERPERSONAL COMMUNICATIONS <sup>1</sup>	3.00
COM-150	PUBLIC SPEAKING <sup>1</sup>	3.00

### Computers

CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
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### Humanities

Select four credit hours of the following recommended courses:

ART-100	ART APPRECIATION (OR) <sup>1</sup>	
PHIL-210	ETHICS <sup>1</sup>	

### Economics

ECON-203	PRIN OF ECONOMICS-MICRO <sup>1</sup>	4.00
ECON-204	PRIN OF ECONOMICS-MACRO <sup>1</sup>	4.00

### Social Science

PSY-101	PSYCHOLOGY <sup>1</sup>	4.00
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### Mathematics

BUS-105	BUSINESS MATHEMATICAL APPLICATIONS	3.00
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### Certificate Program Requirement

To be granted an Associate of Applied Science in Business Degree, the student must complete (1) of the following:

Accounting Certificate
Computer Support Technician Certificate
Management/Marketing Certificate
Management/Supervision Certificate
Medical Administrative Specialist
Medical Assistant

### Elective courses

Select business elective courses as needed to meet requirements for degree

**Total Credits** 61.00-68.00

<sup>1</sup>

Course has prerequisite(s)

**Total: 60 credits**

Under certain categories, substitutions are possible with approval

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

## Accounting Certificate

Code	Title	Credits
<b>Required Coursework</b>		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-109	PAYROLL ACCOUNTING <sup>1</sup>	2.00
ACCT-111	PRINCIPLES OF ACCOUNTING I <sup>1</sup>	4.00
ACCT-112	PRINCIPLES OF ACCOUNTING II <sup>1</sup>	4.00
ACCT-113	QUICKBOOKS FOR ACCOUNTING <sup>1</sup>	2.00
ACCT-204	SM BUS TAX ACCOUNTING	2.00
ACCT-213	COST ACCOUNTING <sup>1</sup>	3.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
or BUS-104	INTRO TO BUSINESS	
<b>Total Credits</b>		<b>25.00</b>

<sup>1</sup>

Course has prerequisite(s)

<sup>2</sup>

Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 07/03/2019

## Computer Support Technician Certificate

Code	Title	Credits
<b>Required Coursework</b>		
CIS-112	CISCO I	3.00
CIS-121	COMPUTER SCIENCE I	4.00
CIS-220	COMPUTER TECHNICIAN ESSENTIALS <sup>1</sup>	3.00
CIS-224	COMPUTER REPAIR ESSENTIALS <sup>1</sup>	3.00
CIS-240	INTRO TO NETWORKING <sup>1</sup>	3.00
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK <sup>1</sup>	3.00
CIS-245	NETWORK SECURITY <sup>1</sup>	3.00
CIS-270	PC OPERATING SYSTEMS <sup>1</sup>	3.00
<b>Select a minimum of six credits from the following CIS courses:</b>		<b>6.00</b>
CIS-113	CISCO II ((must take for AACIS degree, Option 1))	
CIS-151	ETHICAL HACKING I	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-243	ADMINISTRATING A WINDOWS SERVER ((must take for AACIS degree))	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
<b>Total Credits</b>		<b>31.00</b>

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/23/2019

**Management/Marketing Certificate**

Code	Title	Credits
<b>Required Coursework</b>		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-111	PRINCIPLES OF ACCOUNTING I <sup>1</sup>	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-153	ADVERTISING	3.00
BUS-250	PRIN OF MARKETING	3.00
BUS Electives with "ACCT" or "BUS" prefix		7.00
<b>Total Credits</b>		<b>25.00</b>

1

Course has prerequisite(s)

2

Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

**Management/Supervision Certificate**

Code	Title	Credits
<b>Required Coursework</b>		
Minimum 26 credit hours		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-111	PRINCIPLES OF ACCOUNTING I <sup>1</sup>	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
BUS Electives with "ACCT" or "BUS" prefix		4.00
<b>Total Credits</b>		<b>26.00</b>

1

Course has prerequisite(s)

2

Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

**Medical Administrative Specialist**

Code	Title	Credits
<b>Required Coursework</b>		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00

ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM <sup>1</sup>	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
<b>Total Credits</b>		<b>24.00</b>

1

Course has prerequisite(s)

1. The student must achieve a "C" or 2.0 GPA in all curriculum courses.
2. Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/15/2019

**Medical Assistant**

Code	Title	Credits
ALH-112	EMERGENCY RESPONSE	3.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-238	MEDICAL ASSISTANT PRACTICUM <sup>1</sup>	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
<b>Total Credits</b>		<b>31.00</b>

1

Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.5 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

**Suggested Schedule****AASB with Accounting Certificate**

Course	Title	Credits
<b>Fall 1</b>		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
ACCT-109	PAYROLL ACCOUNTING	2.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
<b>Credits</b>		<b>16.00</b>
<b>Winter 1</b>		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00

ACCT-113	QUICKBOOKS FOR ACCOUNTING	2.00
ACCT-204	SM BUS TAX ACCOUNTING	2.00
BUS-105	BUSINESS MATHEMATICAL APPLICATIONS	3.00
COM-150 or ENG-121	PUBLIC SPEAKING or ENGLISH COMPOSITION I	3.00
<b>Credits</b>		<b>14.00</b>
<b>Fall 2</b>		
ACCT-112	PRINCIPLES OF ACCOUNTING II	4.00
ACCT-213	COST ACCOUNTING	3.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
Social Sci Elective		3.00-4.00
<b>Credits</b>		<b>14.00-15.00</b>
<b>Winter 2</b>		
BUS-104	INTRO TO BUSINESS	4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Humanities Elective		4.00
Social Sci Elective		4.00
<b>Credits</b>		<b>16.00</b>
<b>Total Credits</b>		<b>60.00-61.00</b>

1

Course is optional

## AASB with Management/Marketing Certificate

Course	Title	Credits
<b>Fall 1</b>		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00
COM-110	INTERPERSONAL COMMUNICATIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
<b>Credits</b>		<b>18.00</b>
<b>Winter 1</b>		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-105	BUSINESS MATHEMATICAL APPLICATIONS	3.00
BUS-153	ADVERTISING	3.00
BUS-250	PRIN OF MARKETING	3.00
COM-150 or ENG-121	PUBLIC SPEAKING or ENGLISH COMPOSITION I	3.00
<b>Credits</b>		<b>16.00</b>
<b>Fall 2</b>		
BUS or ACCT Elective		3.00-4.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
Humanities Elective		4.00
Social Sci Elective		4.00
<b>Credits</b>		<b>15.00-16.00</b>
<b>Winter 2</b>		
BUS or ACCT Electives		6.00-7.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Social Sci Elective		4.00
<b>Credits</b>		<b>14.00-15.00</b>
<b>Total Credits</b>		<b>63.00-65.00</b>

1

Course is optional

## AASB with Management Supervision Certificate

Course	Title	Credits
<b>Fall 1</b>		
ACCT-100	FUNDAMENTAL ACCOUNTING	4.00
BUS-104	INTRO TO BUSINESS	4.00
BUS-111	CONTEMPORARY BUSINESS & TECHNICAL COMM	4.00

COM-110	INTERPERSONAL COMMUNICATIONS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
<b>Credits</b>		<b>18.00</b>
<b>Winter 1</b>		
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
BUS-105	BUSINESS MATHEMATICAL APPLICATIONS	3.00
BUS-252	INTRO TO MANAGEMENT	3.00
BUS-253	SUPERVISION	3.00
COM-150 or ENG-121	PUBLIC SPEAKING or ENGLISH COMPOSITION I	3.00
<b>Credits</b>		<b>16.00</b>
<b>Fall 2</b>		
BUS or ACCT Elective		3.00-4.00
ECON-203	PRIN OF ECONOMICS-MICRO	4.00
Humanities Elective		4.00
Social Sci Elective		4.00
<b>Credits</b>		<b>15.00-16.00</b>
<b>Winter 2</b>		
BUS or ACCT Electives		6.00-8.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
Social Sci Elective		4.00
<b>Credits</b>		<b>14.00-16.00</b>
<b>Total Credits</b>		<b>63.00-66.00</b>

1

Course is optional