

## **Business Technology (Certificate of Applied Science)**

The Certificate of Applied Science in Business Technology is designed to meet the entry-level employment needs of the Greater Baton Rouge metropolitan area business community. It provides a general education and the work skills needed for employment. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in the following courses: ENGL 1013, ACCT 2313 or ACCT 2113, CSCI 2203, BUSN 1003, approved business-electives, and in courses that are prerequisites for other courses.
- Complete the coursework listed below.

**Program Outcomes. Upon successful completion of the program, the graduate will be able to:**

1. Perform basic accounting skills including applying accounting terms and concepts.
2. Apply economic theory including an understanding of inflation, aggregate income, unemployment, and monetary and fiscal policy.
3. Demonstrate the tenets of professionalism including professional image, teamwork, and customer relations.

### **PROGRAM OF STUDY**

| <b>First Semester</b>                           |  | <b>Credit Hours</b> |
|---|--|---------------------|
| ENGL 1013                                       | English Composition I                  | 3                   |
| MATH 1213                                       | College Algebra                        | 3                   |
| BUSN 1003                                       | Introduction to Business               | 3                   |
| CSCI 2203                                       | Microcomputer Applications in Business | 3                   |
| <i>Choose one:</i>                              |  |                     |
| ACCT 2313                                       | Financial Accounting I                 |                     |
| ACCT 2113                                       | Financial Accounting III               | 3                   |
| <b>Second Semester</b>                          |  | <b>Credit Hours</b> |
| <i>Choose one:</i>                              |  |                     |
| SPCH 2013                                       | Techniques of Speech                   |                     |
| SPCH 2213                                       | Interpersonal Communication            | 3                   |
| <i>Choose one:</i>                              |  |                     |
| ECON 2213                                       | Principles of Macroeconomics           |                     |
| ECON 2223                                       | Principles of Microeconomics           |                     |
| ECON 2113                                       | Economic Principles                    | 3                   |
| Approved Business Elective ( <i>see below</i> ) |  | 9                   |
|   |  | <hr/>               |
|   |  | 15                  |
| Total Program Hours                             |  | <b>30</b>           |

**Approved Business Electives, Select 3 courses from the following list:**

Any Accounting (ACCT) course

Any Business (BUSN) course

Any Finance (FINA) course

Any Management (MANG) course

Any Economics (ECON) course

CIST 1503, Spreadsheets I

MATH 2303, Basic Statistics I

MATH 2313, Basic Statistics II

SPCH 2313, Communication for Business Professionals

ENGL 2513, Professional Writing

For additional information, contact the Business Division at (225)-216-8154.