*Business Division*

**BUSINESS ADMINISTRATION**

# Business Computer Applications Option

The goal of the Business Administration - Business Computer Applications program is to prepare students for employment in jobs in business and industry by providing a theoretical and practical foundation of business subject matter and by equipping them with needed skills in the use of application software that is appropriate for today’s marketplace. The degree provides the student with strong business skills, coupled with a proficiency in the use of computers. The computer courses supplement the business skills and answer the question, "How do computers relate to business?" rather than "How do computers work?” Graduates of the program will be well qualified for entry-level positions in business and industry.

*General Education Core course listings and definitions appear on pages 53-54. Placement testing will determine the sequencing of courses. Additional courses may be required.*

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| **Competency or Program Requirement** | **Course Number and Title** | Required Credits |
| Aesthetic Dimensions/Written Communication | Choose any Aesthetic Dimensions/Written Communication listed | 3 |
| Continuing Learning and Information Literacy/Ethics | CSA\*H105 Introduction to Software Applications or CSC\*H101 or Introduction to Computers | 3 |
| Critical Analysis and Logical Thinking/Written Communication | ENG\*H101 Composition | 3 |
| Historical Knowledge | BBG\*H231 Business Law I | 3 |
| Oral Communication | Choose any Oral Communication listed | 3 |
| Quantitative Reasoning◊ | Choose any Quantitative Reasoning listed (Advising recommended for transfer) | 3 |
| Scientific Knowledge◊◊ | Choose any Scientific Knowledge listed | 3-4 |
| Scientific Reasoning◊◊ | Choose any Scientific Reasoning listed | 3-4 |
| Social Phenomena | ECN\*H101 Principles of Macroeconomics | 3 |
| Written Communication | Choose any Written Communication listed | 3 |
| Program Requirements | ACC\*H113 Principles of Financial Accounting | 3 |
| ACC\*H117 Principles of Managerial Accounting | 3 |
| ECN\*H102 Principles of Microeconomics | 3 |
| CSA\*H135 Spreadsheet Applications | 3 |
| CSA\*H205 Advanced Applications | 3 |
| CSC Program Elective 1 | 15 |

## Total Credits: 61-62

*Any given course may only be used to satisfy one of the competency areas even if it is listed under more than one.*

1 Choose any five classes in the following araes:

CSC\* - Computers - Computer Science

CST\* - Computers - Computer Technology

CSA\* - Computers - Applications

ACC\* - Accounting

BFN\* - Business - Finance

BBG\* - Business - General

BMG\* - Business - Management

BMK\* - Business - Marketing

◊MAT\*H137 and courses numbered lower than MAT\*H137 will not transfer to Connecticut State Universities as Quantitative Reasoning courses.

◊◊At least one Scientific Knowledge and Understanding OR Scientific Reasoning course must have a lab component.

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| ***Program Outcomes*** |

*Upon successful completion of all program requirements, graduates will be able to:*

1. Demonstrate a level of mathematical skill appropriate for employment in a business environment.
2. Read, understand and prepare standard types of business communications.
3. Demonstrate an understanding of basic theory and practice in his/her focus area.
4. Possess skills appropriate to his/her focus area in the following software:
operating system
word processor
electronic spreadsheet
presentation software
internet browser
database management system
(for management and marketing focus areas)
general ledger accounting system
(for accounting focus)
other software as appropriate to the student’s focus area
5. Use the Internet for business purposes, including research, marketing, stock market analysis, etc.
6. Read, understand, and use software documentation.