

Business (BUS)

Associate of Applied Science



Is Business Right For You?

Why a Business Degree?

- Do you like variety in your work?
- Are you detail oriented?
- Do you enjoy working at a computer?
- Are you a people person?
- Do you like being on the “front line” of an organization?
- Do you want to make your business socially responsible

If so, a degree in business may be for you!

Graduates of this program will gain the knowledge and skills needed for an entry-level administrative position.

When you apply for a business degree you can earn the kind of education that puts you in the middle of the action--and the top of the pay scale. What are you waiting for?

pikespeak.edu/BUS

ENROLL TODAY!

Future Career Prospects

With your Pikes Peak State College Associate of Applied Science (AAS) Degree in Business, you will increase your knowledge to better prepare you for a career as an:

- **Administrative Assistant**
- **Office Assistant**
- **Executive Assistant**

For more career information, visit:

[Colorado Department of Labor - Labor Market Website](#)
[O*Net Online's Administrative Assistant Job page.](#)

Program Overview

While earning an Associate of Applied Science (AAS) Degree in Business, students can choose among several emphasis areas in which to focus, to include:

- Administrative Support
- Customer Service
- Management

The Business and Technology Education program is designed to prepare students to become office professionals in positions that require skills in:

- Computer Technology
- Communication
- Customer Service
- Office Applications

Associate of Applied Science (AAS) - Business

Semester 1 (Course & Credit Hours)	Semester 2 (Course & Credit Hours)
MAT 1160 Financial Mathematics (3)	CIS 1018 Introduction to PC Applications (3)
ENG 1021 English Composition I (3)	COM 1150 Public Speaking (3)
ECO 2001 Principles of Macroeconomics (3) or ECO 2002 Principles of Microeconomics (3)	ACC 1011 Introduction to Financial Accounting (3)
BUS 1015 Introduction to Business (3)	BTE 1002 Keyboarding Applications I (2) and BTE 1008 Ten-Key by Touch (1)
BUS 2017 Business Communication & Report Writing (3)	BTE 1011 Keyboarding Speedbuilding I (2)
Total 15 Credits	Total 14 Credits
Semester 3 (Course & Credit Hours)	Semester 4 (Course & Credit Hours)
FIN 1060 Consumer Economics (3)	CIS 1055 PC Spreadsheet Concepts (3)
MAN 1028 Human Relations in Organizations (3)	CIS 1065 Complete Presentation Graphics (3)
MAR 1060 Customer Service (3)	MAN 2046 Critical Issues in Marketing & Management (3)
BTE 1066 Business Editing Skills (3)	MAN 2000 Human Resource Management I (3)
CIS 1035 Complete PC Word Processing (3)	BTE 1087 Cooperative Education/Internship (3)
CIS 1040 Microsoft Outlook (1)	
Total 16 Credits	Total 15 credits

Talk to a program advisor today:

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