

Business (BUS)

Associate of Applied Science
Administrative Support



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 career in business administration may be for you!

By applying for a business degree you can get 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?

A business degree from PPSC is among the most versatile paths to a variety of careers.

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

ENROLL TODAY!

pikespeak.edu/bus

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
- Executive Assistant
- Frontline Supervisor
- Office Manager

For more career information, visit:

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

Program Overview

Administrative Support

The Administrative Support emphasis area is designed to prepare students to become office professionals in a wide range of business administrative support positions.

This program is designed to prepare students to become office professionals in positions that require skills in:

- Computer Technology
- Communication
- Customer Service
- Office Applications
- Basic Accounting
- Human Resource Management
- Business Report Writing

Associate of Applied Science (AAS) - Business Administration Administrative Support

Semester 1 (Course & Credit Hours)	Semester 2 (Course & Credit Hours)
MAT 1160 Financial Mathematics (3)	FIN 1060 Consumer Economics (3)
ENG 1021 English Composition I (3)	COM 1015 Public Speaking (3)
ECO 2001 Principles of Macroeconomics (3) or ECO 2002 Principles of Microeconomics (3)	ACC 1011 Introduction to Financial Accounting (3) or ACC 1012 Introduction to Managerial Accounting (3)
BUS 1015 Introduction to Business (3)	MAR 1060 Customer Service (3)
CIS 1018 Introduction to PC Applications (3)	MAN 1028 Human Relations in Organizations (3)
Total 15 Credits	Total 15 Credits

Semester 3 (Course & Credit Hours)	Semester 4 (Course & Credit Hours)
BTE 1002 Keyboarding Applications I (2) and BTE 1008 Ten-Key by Touch (1)	CIS 1055 Complete Spreadsheets (3)
BTE 1011 Keyboarding Speed Building I (2)	CIS 1065 Complete Presentation Graphics (3)
BTE 1066 Business Editing Skills (3)	MAN 2046 Critical Issues in Marketing & Management (3)
BUS 2017 Business Communication & Report Writing (3)	CIS 1040 Microsoft Outlook (1)
CIS 1035 Complete Word Processing (3)	Administrative Support Electives (6) - See catalog for options
Total 14 Credits	Total 16 credits

Talk to a program advisor today:

Carol Kurkowski - Business Dept. Co-Chair

Carol.Kurkowski@pikespeak.edu
Rampart Range Campus • W119-v • (719) 502-3349

Gary Bogner - Business Dept. Co-Chair

Gary.Bogner@pikespeak.edu
Centennial Campus • F239 • (719) 502-3367