

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!

ENROLL TODAY!

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?

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

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
- Community & Social Service Specialist
- Frontline Supervisor

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

This emphasis area is designed for the business professional who likes to manage the company executive's day-to-day affairs.

Social Innovation

This emphasis is designed for the business professional who likes to add purpose to the mission and enjoys making profit as well as making a difference in society.

Management

This emphasis is designed for the business professional who likes to plan, organize, lead, and control the resources for business success.

Bonus : This degree transfers to Regis University!

Associate of Applied Science - Business

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 1001 Fundamentals of Accounting (3) or ACC 1021 Accounting Principals I (4)
BUS 1015 Introduction to Business (3)	MAR 1060 Customer Service (3)
CIS 1018 Introduction to PC Applications (3)	MAN 1028 Human Relation-Organizations (3)
Total 15 Credits	Total 15 or 16 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 (3)
CIS 1035 Complete Word Processing (3)	Administrative Support Elective (3) ACC 1015; ACC 1025; BTE 1087; CIS 1024; CWB 1010; MAN 2000
Total 14 Credits	Total 15 credits

Talk to a program advisor today:

BUS Dept Chair

Carol.Kurkowski@pikespeak.edu

719-502-3349