Business Applications Specialist  
Associate in Applied Arts Degree  
91-96 Credits

This degree program provides students an opportunity to develop essential business skills in their area of interest, as well as a comprehensive general education. Placement in courses depends on the student’s prior education and experience. Students in this program must complete all required classes with a grade of 2.0 or higher. Students may enter this program at the beginning of any quarter. This program meets the college’s related instruction requirements for the Associate in Applied Arts degree.

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<table>
<thead>
<tr>
<th>Dept./No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifetime Fitness/Wellness/Activity</td>
<td>Any courses under the AA degree</td>
<td>1+</td>
</tr>
<tr>
<td>Bus E 100</td>
<td>Fundamentals of Computers</td>
<td>5</td>
</tr>
<tr>
<td>* Bus E 101</td>
<td>Beginning Typing/Keyboarding</td>
<td>5</td>
</tr>
<tr>
<td>* Bus E 102</td>
<td>Intermediate Keyboarding</td>
<td>5</td>
</tr>
<tr>
<td># Bus E 110</td>
<td>Business Math Applications</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 112 or Bus E 255</td>
<td>Beginning Word or Advanced Word</td>
<td>5</td>
</tr>
<tr>
<td># Bus E 130</td>
<td>Business Correspondence</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 132</td>
<td>Business Communication Applications</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 140</td>
<td>Records Management</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 150</td>
<td>Introduction to Windows</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 162 or Bus E 163</td>
<td>Introduction to Excel or Advanced Excel</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 184</td>
<td>Internet and Basic Web Design</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 185</td>
<td>Introduction to Microsoft Access</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 214</td>
<td>Introduction to Information Security</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 216</td>
<td>Computer Support Internship 1</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 218</td>
<td>Basic Office PC Support</td>
<td>5</td>
</tr>
<tr>
<td># Bus E 250</td>
<td>Office Relations and Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Bus E 266</td>
<td>Inside Microsoft Office</td>
<td>5</td>
</tr>
<tr>
<td># Cmst 100 or Cmst&amp; 210 or Cmst&amp; 220 or Cmst&amp; 230</td>
<td>Fundamentals of Oral Communication or Interpersonal Communication or Public Speaking or Small Group Communication</td>
<td>5</td>
</tr>
<tr>
<td>Reading</td>
<td>Eligible for Read 104 (as determined by the appropriate COMPASS test score) or completion of Read 094</td>
<td>0-5</td>
</tr>
</tbody>
</table>

Green River Community College has made reasonable efforts to provide in this catalog (publication) information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses, and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.
To enhance the student’s preparation for future employment, we recommend the following:

Acct 110 or Practical Financial Accounting 1 or
Acct& 201 or Principles of Accounting I or
Bus E 090 Office Accounting 5
Acct 112 QuickBooks for Accounting 5
Behsc 190 Stress Management 5
Bus& 101 or Introduction to Business or
Bus 164 Entrepreneurship and Small Business Management 5
Bus 166 Human Relations and Work Readiness 5
Bus E 103 Advanced Keyboarding 5
Bus E 107 and/or Typing Speed and Accuracy 1 and/or
Bus E 108 Typing Speed and Accuracy 2 4-8
° Bus E 111 Personal Computing 3
° Bus E 115 Professional Image Building 1
Bus E 132 Business Communication Applications 5
Bus E 163 Advanced Excel 5
Bus E 170.1 or Beginning Keyboarding-Alphabet Keys or
Bus E 170.2 or Keyboarding-Mastering 10-Key and Symbols or
Bus E 170.3 Keyboarding-Speed and Accuracy-Skill Building 1
Bus E 171.1 or PowerPoint: Preparing a Presentation or
Bus E 171.2 or PowerPoint: Design with Graphics and Multimedia or
Bus E 171.3 PowerPoint: Customize and Incorporate Web Features 1
Bus E 173.1 or Word: Create, Edit and Format Documents or
Bus E 173.2 or Word: Tables and Sharing Documents or
Bus E 173.3 or Word: Mail Merges and Other Productivity Tools or
Bus E 173.4 or Word: Create a Newsletter or
Bus E 173.5 Word: Creating Forms, Macros and Document Security 1
Bus E 174.1 or Excel: Introduction to Formulas and Functions or
Bus E 174.2 or Excel: Charts and Working with Large Worksheets or
Bus E 174.3 or Excel as a Database or
Bus E 174.4 or Excel: Data Consolidation and What-If Analysis or
Bus E 174.5 Excel: Collaboration, the Web and Macros 1
Bus E 175 Instructor Assistant 1-5
Bus E 176.1 or Access: Create and Modify a Database or
Bus E 176.2 or Access: Use Queries to Produce Information or
Bus E 176.3 or Access: Create and Modify Forms or
Bus E 176.4 Access: Create and Modify Reports 1
† Bus E 177-179 and Business Education Work Experience 1-3 and 2-10
Coop 171 Work Experience Seminar 1
Bus E 217 Computer Support Internship 2 5
Bus E 219 Basic Networking Concepts 5
Bus E 255 Advanced Word 5
Psyc& 100 General Psychology 5
Soc& 101 Introduction to Sociology 5

# Satisfies related instruction requirements.

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

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† Students may earn up to 10 credits through Work Experience classes.

° Qualifies as AA activity credit.