

APPLIED BUSINESS PRACTICES (A.A.S.) +

The Applied Business Practices program prepares you to work in the fast paced, rapidly evolving business settings of the 21st century. You will learn current and relevant practices in change management, systems thinking, project management, and financial literacy. Upon completion of the program, you will be prepared for a variety of entry-level employment opportunities in fields such as manufacturing, transportation, and business.

All associate degrees include completion of general education requirements which, together with program requirements, constitute a minimum of 60 credits. In some cases program requirements also fulfill general education requirements. You may not use a single course to meet two general education requirements.

General Education Requirements for A.A.S. Core Competencies

Complete at least one course in each of the following:

- ☐ First semester seminar _____
- ☐ Technological Literacy
CIS 1041 - Computer Applications
- ☐ Communication
COM 1010 - Effective Workplace Communication
Meets graduation standard in oral communication
- ☐ English Composition
ENG 1061 - English Composition
- ☐ Mathematics _____
- ☐ Research & Writing Intensive _____

Areas of Inquiry

Complete at least one course in each of the following:

- ☐ Scientific Method _____

Integrative Approaches

Complete both of the following:

- ☐ HUM 2010 - Seminar in Educational Inquiry
Meets graduation standard in writing and information literacy
- ☐ Quantitative Reasoning Assessment
Meets graduation standard in quantitative reasoning

Program Requirements

Courses are listed in the order in which we recommend you take them.

- ☐ INT 1050 - Dimensions of Work *
- ☐ CIS 1041 - Computer Applications *
- ☐ COM 1010 - Effective Workplace Communication *
- ☐ BUS 1160 - Working in a Professional Environment
- ☐ BUS 1150 - Professional Financial Literacy
- ☐ BUS 1801 - Business Internship I
- ☐ BUS 1190 - Health & Safety in the Work Environment
- ☐ BUS 1170 - Workflow Design & Analysis
- ☐ BUS 2250 - Business Ethics
- ☐ BUS 1320 - Principles of Supervision
- ☐ BUS 2070 - Organizational Behavior & Management
- ☐ BUS 2010 - Concepts of Project Management
- ☐ BUS 2802 - Business Internship II

☐ Take nine (9) additional credits. Choose courses to focus on career areas of interest. Suggested focus areas include manufacturing, transportation, emergency management, business, accounting, etc.

Note(s)

* You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

Minimum Total Credits in Degree: 63

Program Outcomes

Graduates of the Applied Business Practices program will be able to:

- describe and analyze organizational culture and structure in the workforce including levels of management and supervision, roles of leadership and teams, relationships with clients and outside partners, and strategies for professional development;
- apply critical thinking, effective communication, technology, data analysis, and process workflow analysis to successfully develop and implement systematic solutions to workplace projects and initiatives;
- apply methods of bookkeeping, financial budgeting, cash flow management, and planning to professional workplace scenarios;
- explore and demonstrate strategies and steps required for successful change management including analysis of current practice and proposed changes and implementation planning;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

The Applied Business Practices program is great for you if:

- you are interested in working in fast-paced, rapidly changing business and industry environments;
- you want to develop key professional skills applicable to a wide range of career fields;
- you are interested in developing good communication, data analysis, problem solving, and computer skills;
- you enjoy working on complex projects in a team environment; and
- you are looking to advance to supervisory positions within your current or future career fields.

Key information and advice for students in the Applied Business Practices program:

- The Applied Business Practices curriculum includes coursework in professional communication, financial literacy, change management, systems thinking and project management. Vermont employers identified these skills as essential for workers in the 21st century.
- The two required Applied Business Practices internships help students translate their classroom learning into real-world experience and make connections with local employers.
- Elective courses allow students to customize their degree and develop additional skills in fields such as transportation, manufacturing, emergency management, or business.
- Students with previous job experience can take advantage of Prior Learning Assessment to earn credits towards degree completion.

The Applied Business Practices program prepares you for careers such as:

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|---------------------------------------|--|
| • Operations Manager | • Wholesale Sales Representative |
| • Transportation Coordinator | • Supervisor of Helpers, Laborers, and Material Movers |
| • Manufacturing First-Line Supervisor | |

Job outlook in Applied Business Practices in the state of Vermont:

<i>Title</i>	<i>Median Salary</i>	<i>Projected Growth (10 Yrs)</i>
Computer-controlled Machine Tool Operator	\$32,600	11%
Team Assembler	\$28,500	4%
Customer Service Representative	\$28,400	15%
First-Line Supervisor of Construction Trades and Extraction Workers	\$55,100	13%

Source: Vermont Department of Labor, <http://www.vtlni.info/oic.cfm>