

# 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 the fields of manufacturing, transportation, and broader business settings.

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 - Microcomputer Applications I
- 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 - Microcomputer Applications I \*
- 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

Choose one of the following focus areas:

### Manufacturing

- BUS 1550 - Manufacturing Systems
- BUS 1180 - Quality Process
- BUS 2160 - Supply Chain Logistics

### Transportation

- BUS 1280 - Transportation Systems & Operations
- BUS 1290 - Transportation Finance, Planning & Regulation
- ENV-1010 - Introduction to Environmental Science\*  
or  
ENV 1230 - Current Environmental Issues \*  
or  
ENV 2010 - Moving toward Sustainability \*

### General

- Take nine (9) additional credits in ACC, BUS, CIS (above CIS 1041), ECO, or MAT.

\_\_\_\_\_  
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: 60**

## 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 have 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.
- Focus areas provide the opportunity to develop additional skills in transportation, manufacturing, or business.
- Students with previous job experience can take advantage of Assessment of Prior Learning to earn credits towards degree completion.

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

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

### 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.vtmi.info/oic.cfm>