

# Business Administrative Technology



## Associate in Applied Science (Total Credit Hours – 64)

WRITTEN / ORAL COMMUNICATIONS			
<input type="checkbox"/>	ENGL 1200	Business English <b>OR</b>	3
<input type="checkbox"/>	ENGL 1204	English Composition I	
<input type="checkbox"/>	ENGL 1236	Technical Communications <b>OR</b>	3
<input type="checkbox"/>	ENGL 1206	English Composition II	
<input type="checkbox"/>	COMM 1230	Public Speaking <b>OR</b>	3
<input type="checkbox"/>	COMM 1200	Interpersonal Communications	
<b>TOTAL</b>			<b>9</b>

HUMANITIES			
<a href="#">See Advisor for Transfer Information</a>			
<b>Fine Arts</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Language Arts</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Philosophy / History / Religion</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			

SOCIAL and BEHAVIORAL SCIENCES			
<a href="#">See Advisor for Transfer Information</a>			
<b>Social Science</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Behavioral Science</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Economics / Political Science</b>			
<input type="checkbox"/>	ECON 1615	Personal Finance	3
<input type="checkbox"/>			
<b>TOTAL</b>			<b>3</b>

NATURAL SCIENCE and MATHEMATICS			
<a href="#">See Advisor for Transfer Information</a>			
<input type="checkbox"/>	MATH 1819	Business Mathematics <b>OR</b>	
<input type="checkbox"/>	MATH 1806	Technical Mathematics <b>OR</b>	
<input type="checkbox"/>	MATH 1824	Intermediate Algebra <b>OR</b>	
<input type="checkbox"/>	MATH 1828	College Algebra	
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			<b>3</b>

PHYSICAL EDUCATION (maximum of two credit hours) OR HEALTH (maximum of three credit hours)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			

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## REQUIREMENTS for SPECIFIC MAJOR:

MAJOR REQUIREMENTS			
<a href="#">See Advisor for Transfer Information</a>			
<input type="checkbox"/>	BSTC 1036	Computer Concepts and Applications	3
<input type="checkbox"/>	BSTC 1023	Database Management Systems	3
<input type="checkbox"/>	BSTC 1685	Spreadsheet Applications	3
<input type="checkbox"/>	OFTC 1696	Word Processing Applications	3
<input type="checkbox"/>	ACCT 1602	General Accounting <b>OR</b>	3
<input type="checkbox"/>	ACCT 1614	Accounting I	
<input type="checkbox"/>	OFTC 1650	Ten Key Mastery	1
<input type="checkbox"/>	OFTC 1621	Business Administrative Procedures	3
<input type="checkbox"/>	OFTC 1666	Records Management	3
<input type="checkbox"/>	BUSI 1807	Customer Service	3
<input type="checkbox"/>	BUSI 1607	Business Ethics	3
<input type="checkbox"/>	BUSI 1800	Business Communications	3
<input type="checkbox"/>	BUSI 1804	Human Relations in Business	3
<input type="checkbox"/>	BUSI 1702	Supervisory Development	3
<input type="checkbox"/>	OFTC 1603	Keyboarding II	3
<b>TOTAL</b>			<b>40</b>

MAJOR ELECTIVES			
<a href="#">See Advisor for Transfer Information</a>			
<input type="checkbox"/>	BSTC 1001	Introduction to Computers	3
<input type="checkbox"/>	BUSI 1608	Business Law	3
<input type="checkbox"/>	BUSI 1600	Introduction to Business	3
<input type="checkbox"/>	BUSI 1802	Payroll Procedures	3
<input type="checkbox"/>	BSTC 1643	Human Resource Management	3
<input type="checkbox"/>	NTWK 1072	Information Security	3
<input type="checkbox"/>	ACCT 1611	Microcomputer Accounting Applications	3
<input type="checkbox"/>	ACCT 1616	Accounting II	3
<input type="checkbox"/>	LANG 1933	Spanish for the Workplace	2
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			<b>9</b>

Review Date: 09/18  
Revision Date: 09/16

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Placement Scores: \_\_\_ English \_\_\_ Math \_\_\_ Reading

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