

Business Administrative Technology

Zone 3: Emphasis Requirements and Electives			
Sector A: Emphasis Requirements			
<input type="checkbox"/>	BSTC 1036	Computer Concepts & 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 ACCT 1614	General Accounting or Accounting I	3
<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
Total			
Sector B: Emphasis Electives			
<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 Workforce	2
Total			9
Sector C: Other Electives			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Total			64

Review Date: 09/21
Effective Date: 08/20

Student Name: _____ ID#: _____ Placement Scores: ___English ___Math ___Reading

