

# Business Technology



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

GENERAL EDUCATION REQUIREMENTS			
At least 15 credit hours from at least 3 of the 5 General Education curriculum areas.			

WRITTEN / ORAL COMMUNICATIONS			
<input type="checkbox"/> ENGL	1200	Business English <b>OR</b>	3
<input type="checkbox"/> ENGL	1205	Technical and Report Writing	
<input type="checkbox"/> ENGL	1204	English Composition I <b>OR</b>	3
<input type="checkbox"/> COMM	1230	Public Speaking	
<input type="checkbox"/> ENGL	1206	English Composition II <b>OR</b>	3
<input type="checkbox"/> COMM	1200	Interpersonal Communications	
<b>TOTAL</b>			<b>9</b>

MATHEMATICS			
Select 1 Course			
<input type="checkbox"/> MATH	1806	Technical Mathematics <b>OR</b>	3
<input type="checkbox"/> MATH	1819	Business Math <b>OR</b>	
<input type="checkbox"/> MATH	1824	Intermediate Algebra <b>OR</b>	
<input type="checkbox"/> MATH	1828	College Algebra	
<b>TOTAL</b>			<b>3</b>

HUMANITIES			
<b>Fine Arts</b>			
<input type="checkbox"/>			
<b>Language Arts</b>			
<input type="checkbox"/>			
<b>Philosophy / History / Religion</b>			
<input type="checkbox"/>			
<b>TOTAL</b>			<b>3</b>

SOCIAL and BEHAVIORAL SCIENCES			
<b>Social Science</b>			
<input type="checkbox"/>			
<b>Behavioral Science</b>			
<input type="checkbox"/>			
<b>Economics / Political Science</b>			
<input type="checkbox"/>			
<b>TOTAL</b>			<b>3</b>

PHYSICAL EDUCATION (maximum of two credit hours) <b>OR</b> HEALTH (maximum of three credit hours)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			<b>2</b>

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## REQUIREMENTS for SPECIFIC MAJOR:

MAJOR REQUIREMENTS			
<input type="checkbox"/> ACCT	1602	General Accounting <b>OR</b>	3
<input type="checkbox"/> ACCT	1614	Accounting I <b>OR</b>	
<input type="checkbox"/> ACCT	1616	Accounting II <b>OR</b>	
<input type="checkbox"/> ACCT	1640	Accounting for Business Operations <b>OR</b>	
<input type="checkbox"/> ACCT	1641	Accounting for Finance & Operations	
<input type="checkbox"/> BSTC	1685	Spreadsheet Applications	3
<input type="checkbox"/> OFTC	1696	Word Processing Applications	3
<input type="checkbox"/> BSTC	1036	Computer Concepts & Applications	3
<input type="checkbox"/> BUSI	1800	Business Communications <b>OR</b>	3
<input type="checkbox"/> COMM	1200	Interpersonal Communications <b>OR</b>	
<input type="checkbox"/> COMM	1220	Organizational Communications	
<input type="checkbox"/> BUSI	1607	Business Ethics <b>OR</b>	3
<input type="checkbox"/> BUSI	1780	Total Quality Management <b>OR</b>	
<input type="checkbox"/> BUSI	1783	Process Management <b>OR</b>	
<input type="checkbox"/> BUSI	1804	Human Relations in Management	
<b>TOTAL</b>			<b>18</b>

MAJOR ELECTIVES			
<input type="checkbox"/> GRPH	1048	Multimedia Presentation	3
<input type="checkbox"/> GRPH	1070	Portable Document Formatting	3
<input type="checkbox"/> ECON	1610	Macroeconomics	3
<input type="checkbox"/> ECON	1612	Microeconomics	3
<input type="checkbox"/> LEAD	1000	Intro to Leadership Concepts	3
<input type="checkbox"/> BSTC	1023	Data Base Management	3
<input type="checkbox"/> ACCT	1618	Managerial Acct	3
<input type="checkbox"/> BSTC	1001	Introduction to Computer	3
<input type="checkbox"/> BSTC	1027	Information Super Highway	3
<input type="checkbox"/> BSTC	1643	Human Resource Mgmt	3
<input type="checkbox"/> BSTC	1698	Info Process Systems Mgmt	3
<input type="checkbox"/> BSTC	1798	Strategic Mgmt	3
<input type="checkbox"/> BSTC	1836	Windows Vista	3
<input type="checkbox"/> BUSI	1600	Introduction to Business	3
<input type="checkbox"/> BUSI	1604	Small Business Mgmt	3
<input type="checkbox"/> BUSI	1603	Introduction to Finance	3
<input type="checkbox"/> BUSI	1608	Business Law I	3
<input type="checkbox"/> BUSI	1658	Business Insurance-LUTC II	3
<input type="checkbox"/> BUSI	1751	Small Business Records I	3
<input type="checkbox"/> BUSI	1802	Payroll Procedures	3
<input type="checkbox"/> BUSI	1803	Principles of Mgmt	3
<input type="checkbox"/> BUSI	1807	Customer Service	3
<input type="checkbox"/> ECON	1615	Personal Finance	3
<input type="checkbox"/> GRPH	1047	MultiMedia Design	3
<input type="checkbox"/> GRPH	1049	Web Site Construction	3
<input type="checkbox"/> GRPH	1054	Digital Image Editing	3
<input type="checkbox"/> OFTC	1650	Ten Key Mastering	1
<input type="checkbox"/> OFTC	1697	Adv WP Applications and Procedures	3
<input type="checkbox"/> PRGM	1030	Java Programming	3
<input type="checkbox"/> STAT	1829	Elements of Stat	3
<input type="checkbox"/> STAT	1840	Business & Econ Stat I	3
<input type="checkbox"/> STAT	1845	Business & Econ STAT II	3
<input type="checkbox"/> TRAD	1764	Leadership Training Techniques	3
<b>TOTAL</b>			<b>26</b>

Review Date: 03/11  
Revision Date: 03/11

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

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

[www.bartonccc.edu](http://www.bartonccc.edu)

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