

Associate of Applied Science – 64 Hours

A minimum of 15 credit hours in General Education (Zones 1 and 2) in a minimum of three sectors is required. Additional hours to complete the degree are identified in Emphasis Requirements and Electives (Zone 3).

Zone 1: Foundation Courses			
Sector A: Written and Oral Communication			
<input type="checkbox"/>	ENGL 1200 or ENGL 1204 or	Business English or English Composition I or	3
<input type="checkbox"/>	ENGL 1236 ENG 1206	Technical Communications or English Composition I	3
<input type="checkbox"/>	COMM 1200 or COMM 1230	Interpersonal Communications or Public Speaking	3
Sector B: Mathematical Reasoning <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>	MATH 1819 OR MATH 1806 OR MATH 1824 OR MATH 1828	Business Mathematics OR Technical Mathematics OR Intermediate Algebra OR College Algebra	3
Sector C: Technological Skills <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
Sector D: Global Issues and Diversity* <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
Zone 2: Introductory Courses			
Sector A: Arts and Humanities <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Sector B: Social Sciences <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Sector C: Mathematics and Pure Science <i>Non-laboratory science can satisfy. See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Sector D: Personal Well-Being <i>Restricted to two credits in PHED or HLTH. See Advisor for Transfer Information</i>			
<input type="checkbox"/>	ECON 1615	Personal Finance	3
<input type="checkbox"/>			
Total			15

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

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530, (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

Zone 3: Emphasis Requirements and Electives			
Sector A: Emphasis Requirements			
<input type="checkbox"/>	BUSI 1800	Business Communications	3
<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"/>	OFTC 1650	Ten Key Mastery	1
<input type="checkbox"/>	BUSI 1807	Customer Service	3
<input type="checkbox"/>	BUSI 1608	Business Law	3
<input type="checkbox"/>	BUSI 1802	Payroll Procedures	3
<input type="checkbox"/>	ACCT 1602	General Accounting (if necessary)	3
<input type="checkbox"/>	ACCT 1614	Accounting I	3
<input type="checkbox"/>	ACCT 1616	Accounting II	3
<input type="checkbox"/>	ACCT 1618	Managerial Accounting	3
<input type="checkbox"/>	ACCT 1611	Microcomputer Accounting Applications	3
<input type="checkbox"/>	BUSI 1804	Human Relations in Business	3
<input type="checkbox"/>	ACCT 1625	Technical Accounting Capstone	3
Total			43
Sector B: Emphasis Electives			
<input type="checkbox"/>	BSTC 1001	Introduction to Computers	3
<input type="checkbox"/>	OFTC 1666	Records Management	3
<input type="checkbox"/>	OFTC 1601	Keyboarding I	3
<input type="checkbox"/>	BUSI 1600	Introduction to Business	3
<input type="checkbox"/>	BUSI 1607	Business Ethics	3
<input type="checkbox"/>	LANG 1933	Spanish for the Workforce	2
<input type="checkbox"/>	BSTC 1023	Database Management Systems	3
<input type="checkbox"/>	BUSI 1702	Supervisory Development	3
<input type="checkbox"/>	NTWK 1072	Information Security	3
<input type="checkbox"/>	ACCT 1640	Accounting – Business Operations	3
<input type="checkbox"/>	ACCT 1641	Accounting – Invest & Financing	3
Total			6
Sector C: Other Electives			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Total			64

Review Date: 10/20
Effective Date: 08/20

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