Business Administrative Technology

BARTON COMMUNITY COLLEGE

Associate in Applied Science (Total Credit Hours – 64)

GENERAL EDUCATION REQUIREMENTS

WRITTEN / ORAL COMMUNICATIONS

☐ ENGL	1200	Business Englsh **OR**	3
☐ ENGL	1204	English Composition I	
☐ ENGL	1236	Technical Communications **OR**	3
☐ ENGL	1206	English Composition II	
☐ COMM	1230	Public Speaking **OR**	3
☐ COMM	1200	Interpersonal Communications	
TOTAL			**9**

HUMANITIES

Fine Arts			
☐			
☐			
Language Arts			
☐			
☐			
Philosophy / History / Religion			
☐			
☐			
TOTAL			

SOCIAL and BEHAVIORAL SCIENCES

Social Science			
☐			
☐			
Behavioral Science			
☐			
☐			
Economics / Political Science			
☐ ECON	1615	Personal Finance	3
☐			
TOTAL			**3**

NATURAL SCIENCE and MATHEMATICS

☐ MATH	1819	Business Mathematics **OR**	3
☐ MATH	1806	Technical Mathematics **OR**	
☐ MATH	1824	Intermediate Algebra **OR**	
☐ MATH	1828	College Algebra	
☐			
☐			
TOTAL			**3**

PHYSICAL EDUCATION (maximum of two credit hours) OR HEALTH (maximum of three credit hours)

☐			
TOTAL			

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REQUIREMENTS for SPECIFIC MAJOR:

MAJOR REQUIRMENTS

☐ BSTC	1036	Computer Concepts and Applications	3
☐ BSTC	1023	Database Management Systems	3
☐ BSTC	1685	Spreadsheet Applications	3
☐ OFTC	1696	Word Processing Applications	3
☐ ACCT	1602	General Accounting **OR**	3
☐ ACCT	1614	Accounting I	
☐ OFTC	1650	Ten Key Mastery	1
☐ OFTC	1621	Business Administrative Procedures	3
☐ OFTC	1666	Records Management	3
☐ BUSI	1807	Customer Service	3
☐ BUSI	1607	Business Ethics	3
☐ BUSI	1800	Business Communications	3
☐ BUSI	1804	Human Relations in Business	3
☐ BUSI	1702	Supervisory Development	3
☐ OFTC	1603	Keyboarding II	3
☐ LANG	1933	Spanish for the Workplace	2
☐			
☐			
TOTAL			**42**

MAJOR ELECTIVES

☐ BSTC	1001	Introduction to Computers	3
☐ BUSI	1608	Business Law **OR**	3
☐ BUSI	1611	Business Law – Honors	
☐ BUSI	1600	Introduction to Business	3
☐ BUSI	1802	Payroll Procedures	3
☐ BSTC	1643	Human Resource Management	3
☐ GRPH	1048	Multimedia Presentations	3
☐ ACCT	1611	Microcomputer Accounting Apps	3
☐ ACCT	1616	Accounting II **OR**	3
☐ ACCT	1615	Accounting II - Honors	
☐			
☐			
☐			
☐			
☐			
☐			
TOTAL			**7**

Review Date. 06/12
Revision Date: 10/12

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