Business Administrative Technology

BARTON COMMUNITY COLLEGE

Associate in Applied Science (Total Credit Hours – 64)

1st Semester (Fall Semester)

☐ ENGL	1200	Business English **OR**	3
☐ ENGL	1204	English Composition I	
☐ COMM	1200	Interpersonal Communications **OR**	3
☐ COMM	1230	Public Speaking	
☐ OFTC	1666	Records Management	3
☐ ACCT	1602	General Accounting **OR**	3
☐ ACCT	1614	Accounting I	
☐ BSTC	1036	Computer Concepts & Applications	3
☐			
☐			
TOTAL			**15**

3rd Semester (Fall Semester)

☐ BUSI	1800	Business Communications	3
☐ LANG	1933	Spanish for the Workplace	2
☐ BUSI	1702	Supervisory Development	3
☐ BUSI	1607	Business Ethics	3
☐ OFTC	1650	Ten Key Mastery	1
☐ ECON	1615	Personal Finance	3
☐			
☐			
☐			
TOTAL			**15**

2nd Semester (Spring Semester)

☐ ENGL	1236	Technical Communications **OR**	3
☐ ENGL	1206	English Composition II	
☐ OFTC	1603	Keyboarding II	3
☐ BSTC	1685	Spreadsheet Applications	3
☐ BUSI	1807	Customer Service	3
☐ MATH	1819	Business Mathematics **OR**	3
☐ MATH	1806	Technical Mathematics **OR**	
☐ MATH	1824	Intermediate Algebra **OR**	
☐ MATH	1828	College Algebra	
☐ OFTC	1696	Word Processing Applications	3
☐			
TOTAL			**18**

4th Semester (Spring Semester)

☐ BUSI	1804	Human Relations in Business	3
☐ BSTC	1023	Database Management Systems	3
☐ OFTC	1621	Business Administrative Procedures	3
☐		Major Electives	7
☐			
☐			
☐			
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☐			
☐			
TOTAL			**16**

Review Date. 09/13
Revision Date: 09/13

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

www.bartonccc.edu   **1-800-748-7594**