

A Major Academic Plan (MAP) illustrates one efficient path toward completing a degree and includes only required courses and credits. A list of Major, General Education, and Elective credits, as well as a summary of required credit categories, are shown on page two. **Individual MAP customization by each student is expected.**

Catalog Year 2017-2018

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| Business Technology – Admin Mgmt AAS | Credit Hours | Min. Grade | \*Attribute | \*\*When Offered | Pre & Co-requisites |
| Semester One | | | | | |
| BT 0118: Mechanics of Business Writing | 3 | C- |  | F,S |  |
| BT 0120: Concepts of Accounting | 3 | C- |  | F,S |  |
| BT 0123: Financial Business Applications | 3 | C- |  | F,S |  |
| BT 0144: Document Processing | 3 | C- |  | D | 25 nwpm |
| BT 0170: Introduction to Computers | 3 | C- |  | F,S, Su |  |
| Total | 15 |  |  |  |  |
| Semester Two | | | | | |
| BT 0119: Business Communications | 2 | C- |  | F,S | BT 0118 |
| BT 0171: Computerized Accounting | 3 | C- |  | F,S | BT 0120, BT 0144, and BT 0170 |
| BT 0173: Spreadsheets | 3 | C- |  | D | BT 0170 |
| BT 0174: Records and Database Management | 3 | C- |  | D | BT 0170 |
| TGE 0158: Employment Strategies | 2 | C- |  | D |  |
| Total | 13 |  |  |  |  |
| Semester Three | | | | | |
| BT 0115: Practicum | 2 | C- |  | F, S, Su |  |
| BT 0121: Digital Input and Transcription | 3 | C- |  |  |  |
| BT 0145: Integrated Computer Applications | 3 | C- |  |  |  |
| BT 0154: Administrative Management | 3 | C- |  |  |  |
| BT 0172: Digital Publishing | 3 | C- |  |  |  |
| GE Objective 1: ENGL 1101 English Composition | 3 | C- | GE |  |  |
| Total | 17 |  |  |  |  |
| Semester Four | | | | | |
| GE Objective 1: ENGL 1102 Critical Reading and Writing | 3 | C- | GE |  |  |
| GE Objective 2: COMM 1101 Principles of Speech | 3 | C- | GE |  |  |
| GE Objective 3: Mathematical Ways of Knowing | 3 | C- | GE |  |  |
| GE Objective 6: Social and Behavioral Ways of Knowing | 3 | C- | GE |  |  |
| MGT 2261: Legal Environments of Organizations | 3 | C- |  | F,S |  |
| Total | 15 |  |  |  |  |
| \*Key for Attribute: U=Upper division GE=General Education Objective  \*\*Key for When Offered: F=Fall S=Spring Su=Summer D=contact department (more…) | | | | | |

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| **2017-2018 Major Requirements** | | **CR** | **2017-2018 GENERAL EDUCATION OBJECTIVES**  **Satisfy Objectives 1,2,3,6, One other unfulfilled obj.** | | | **15 cr. min** | |
| **MAJOR REQUIREMENTS** | |  | 1. Written English ENGL 1101 | | | 3 | |
| BT 0115: Practicum | 2 | | ENGL 1102 | | | 3 | |
| BT 0118: Mechanics of Business Writing | 3 | | 2. Oral Communication (3 cr. min) COMM 1101 | | | 3 | |
| BT 0119: Business Communications | 2 | | 3. Mathematics (3 cr. min) | | | 3 | |
| BT 0120: Concepts of Accounting | 3 | | 6. . Behavioral and Social Science | | 3 | | |
| BT 0121: Digital Input and Transcription | 3 | | **TOTAL** | | | **15** | |
| BT 0123: Financial Business Applications | 3 | |  | | |  | |
| BT 0144: Document Processing | 3 | |  | | | | |  |
| BT 0145: Integrated Computer Applications | 3 | |  | | |  | |
| BT 0154: Administrative Management | 3 | |  | | |  | |
| BT 0170: Introduction to Computers | 3 | |  | | |  | |
| BT 0171: Computerized Accounting | 3 | |  | | | | |
| BT 0172: Digital Publishing | 3 | |  | | |  | |
| BT 0173: Spreadsheets | 3 | |  | | |  | |
| BT 0174: Records and Database Management | 3 | |  | | | | |
| MGT 2261: Legal Environments of Organizations | 3 | |  | | |  | |
| TGE 0158: Employment Strategies | 2 | |  | | |
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|  |  | | GE Objectives Courses:  (University Catalog 2017-2018) | | | | |
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|  |  | | **MAP Credit Summary** | | | | **CR** |
|  |  | | Major | | | | 45 |
|  |  | | General Education | | | | 15 |
|  |  | | Free Electives to reach 60 credits | | | | 0 |
|  |  | | TOTAL | | | | 60 |
|  |  | |  | | | |  |
| **TOTAL** | | **45** |  | | | |  |
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| **Advising Notes** | | |  | | | |  |
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|  | | | **Graduation Requirement Minimum Credit Checklist** | **YES** | | | NO |
|  | | | Min. of 15 credits of General Education Objectives |  | | |  |
|  | | | Min. of 60 credits |  | | |  |
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