

**Catalog Year 2019-20**

AAS, BT – Administrative Management

A Major Academic Plan (MAP) is one way to complete a degree in a set number of semesters. The *example* below is an efficient strategy only. Actual plans for individual students will vary based on advisor recommendations and academic needs. Official Program Requirements including Major, General Education, Elective, and university requirements (see pg.2) are based on Catalog Year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Subject and Title** | **Cr.**  | **Min.** **Grade** | **\*GE,** **UU or UM** | **\*\*Sem. Offered** | **Prerequisite** | **Co Requisite** |
| Semester One |
| BT 0111: Applied Business Principles | 3 | C- |  | F,S |  |  |
| BT 0116: Professional Leadership Development | 1 | S |  | F,S |  |  |
| BT 0117: Successful Workplace Communications | 3 | C- |  | F,S |  |  |
| BT 0120: Basic Accounting | 3 | C- |  | F,S |  |  |
| BT 0144: Business Document Processing | 3 | C- |  | D |  |  |
| BT 0170: Computer Literacy and Business Software | 3 | C- |  | F,S |  |  |
|  Total | **16** |  |  |  |  |  |
| Semester Two |
| BT 0123: Financial Business Applications | 3 | C- |  | S |  |  |
| BT 0171: Computerized Accounting | 3 | C- |  | F,S | BT 0120, BT 0144, BT 0170 |  |
| BT 0175: Harnessing Digital Data  | 3 | C- |  | D | BT 0170 |  |
| BT 0180: Designing Web Communications | 3 | C- |  | D | BT 0170, BT 0144 |   |
| BT 0181: Maintaining Digital Communications | 3 | C- |  | D | BT 0180 |   |
|  |  |  |  |  |  |  |
|  Total | **15** |  |  |  |  |  |
| Semester Three |
| GE Objective 1: ENGL 1101 English Composition | 3 |  | GE |  | Appropriate placement score |  |
| BT 0115: Practicum | 2 | C- |  | F,S |  |  |
| BT 0135: Employee and HR Principles | 3 | C- |  | F,S | BT 0111, BT 0117 |  |
| BT Elective – any course not required by the major | 3 | C- |  | F,S |   |  |
| BT Elective – any course not required by the major | 3 | C- |  | F,S |   |  |
|  |  |  |  |  |  |  |
|  Total | **14** |  |  |  |  |  |
| Semester Four |
| GE Objective 2: COMM 1101 Oral Communication | 3 |  | GE |  |  |  |
| GE Objective 3: TGE 1140 Survey of Applied Mathematics OR MGT 2216 Business Statistics | 3 |  | GE |  |  |  |
| GE Objective 4: TGE 1257 Applied Ethics in Technology | 3 |  | GE |  |  |  |
| GE Objective 6: TGE 1150 Applied Social Sciences in the Workplace | 3 |  | GE |  |  |  |
| MGT 2261: Legal Environments of Organizations | 3 | C- |  | F,S |   |  |
|  |  |  |  |  |  |  |
|  Total | **15** |  |  |  |  |  |
| \*GE=General Education Objective, UU=Upper Division University, UM= Upper Division Major\*\*See Course Schedule section of Course Policies page in the e-catalog (or input F, S, Su, etc.)  |

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| **2019-2020 Major Requirements** | **CR** | **GENERAL EDUCATION OBJECTIVES****\* Satisfy Requirements in 1, 2, 3, 4, 6 only** | **15 Cr.****Min** |
| **Admin Mgmt AAS - MAJOR REQUIREMENTS** | **45** | 1. Written English (6 cr. min) ENGL 1101 (or equivalent) | 3 |
| BT 0111: Applied Business Principles | 3 |   |  |
| BT 0115: Practicum | 2 | 2. Spoken English (3 cr. min) COMM 1101 | 3 |
| BT 0116: Professional Leadership Development | 1 | 3. Mathematics (3 cr. min) TGE 1140 or MGT 2216 | 3 |
| BT 0117: Successful Workplace Communications | 3 | 4. Humanities, Fine Arts, Foreign Lang. **(1 courses; 3 cr. min)** |
| BT 0120: Basic Accounting | 3 |  TGE 1257 Applied Ethics in Technology | 3 |
| BT 0123: Financial Business Applications | 3 |  |  |
| BT 0135: Employee and HR Principles | 3 | 5. Natural Sciences  |
| BT 0144: Business Document Processing | 3 |  |  |
| BT 0170: Computer Literacy and Business Software | 3 |  |  |
| BT 0171: Computerized Accounting | 3 | 6. Behavioral and Social Science **(1 courses-different prefixes; 3 cr. min)** |
| BT 0175: Harnessing Digital Data | 3 |  TGE 1150 Applied Social Science in the Workplace | 3 |
| BT 0180: Designing Web Communications  | 3 |  |  |
| BT 0181: Maintaining Digital Communications | 3 | **One Course from EITHER Objective 7 OR 8** |
| MGT 2261: Legal Environments of Organizations | 3 | 7. Critical Thinking  |  |
|  |  | 8. Information Literacy  |
| BT Electives – any two courses not part of the major | 6 | 9. Cultural Diversity  |
|  |  |  |  |
|  |  | General Education Elective to reach 15 cr. min.  |
|  |  |   |  |
| **Other Required Courses** |  |  **Total GE** | **15** |
| ENGL 1101 Critical Reading and Writing (Counted in GE Obj. 1) | Undergraduate Catalog and GE Objectives by [Catalog Year](https://www.isu.edu/advising/academic-support/general-education/)  |
| COMM 1101 Principles of Speech (Counted in GE Obj. 2) |
| TGE 1140 Survey of Applied Mathematics **OR** MGT 2216 Business Statistics (Counted in GE Obj. 3) |  |
| TGE 1257 Applied Ethics in Technology (Counted in GE Obj. 4) |
| TGE 1150 Applied Social Sci. in the Workplace (Counted in GE Obj. 6) | **MAP Credit Summary** | **CR** |
|  |  | Major  | 39 |
|  |  | General Education  | 15 |
|  |  | BT Electives to reach 60 | 6 |
|  |  |  TOTAL | 60 |
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|  |  | **Graduation Requirement Minimum Credit Checklist** | **Confirmed** |
|  |  | Minimum 15 cr. General Education Objectives (Associate) |  |
|  |  | Minimum 60 cr. Total (Associate) |  |  |
|  |  |  |  |  |
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| **Advising Notes** | ***MAP Completion Status (for internal use only)*** |
| Typing speed of 25 words per minute recommended for this program. |  | *Date* |
|  | *Department:*  |  |
|  | *CAA or COT:* | TIM 06/18/2019 |
|  | *Registrar:*  |  |
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 Form Revised 1.24.2018