

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Business Technology – Admin Tech ITC | 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 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- |   |   |   |
|  |  |  |  |  |  |
|  Total | 12 |  |  |  |  |
| Semester Four |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  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** |  |  |  |
| BT 0118: Mechanics of Business Writing | 3 |  |  |
| BT 0119: Business Communications | 2 |  |  |
| BT 0120: Concepts of Accounting | 3 |  |  |
| BT 0121: Digital Input and Transcription | 3 |  |  |
| BT 0123: Financial Business Applications | 3 | **TOTAL** | **0** |
| 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 |  |  |
| 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  | 30 |
|  |  | General Education  | 0 |
|  |  |  |  |
|  |  |  TOTAL | 30 |
|  |  |  |  |
| **TOTAL** | **30** |  |  |
|  |  |  |
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| **Advising Notes** |  |  |
|  |  |  |
|  | **Graduation Requirement Minimum Credit Checklist** | **YES** | NO |
|  | Min. of 30 credits |  |  |
|  |  |  |  |
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