

|  |  |
| --- | --- |
| **Catalog Year 2020-2021**  ITC, Administrative Technology  Concentration (if relevant) | ***(For internal use only)***  *No change*  *UCC proposal* |
|  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | |  |  |
| 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, BT0170 |  |
| BT 0175: Harnessing Digital Data | 3 | C- |  | | D | | BT 0170 |  |
| BT 0180: Digital Communications: Foundations | 3 | C- |  | | D | | BT 0170, BT 0144 |  |
| BT 0181: Digital Communications: Implementation | 3 | C- |  | | D | | BT 0180 |  |
| BT 0135: Employee and HR Principles | 3 | C- |  | | D | | BT 0111, BT0117 |  |
| Total | 18 |  |  | |  | |  |  |
| Semester Three | | | | | | | | |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
| Total |  |  |  | |  | |  |  |
| Semester Four | | | | | | | | |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
| Total |  |  |  | |  | |  |  |
| Semester Five | | | | | | | | |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
| Total |  |  |  | |  | |  |  |
| Semester Six | | | | | | | | |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
| Total |  |  |  | |  | |  |  |
| Semester Seven | | | | | | | | |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
| Total |  |  |  | |  | |  |  |
| \*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.) | | | | | | | | |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2020-2021 Major Requirements** | **CR** | **GENERAL EDUCATION OBJECTIVES**  **Satisfy Objectives 1,2,3,4,5,6 (7 or 8) and 9** | | | | **0 cr. min** | |
| **MAJOR REQUIREMENTS** | **34** | 1. Written English (6 cr. min) ENGL 1101 | | | |  | |
| BT 0111: Applied Business Principles | 3 | ENGL 1102 | | | |  | |
| BT 0116: Professional Leadership Development | 1 | 2. Spoken English (3 cr. min) COMM 1101 | | | |  | |
| BT 0117: Successful Workplace Communications | 3 | 3. Mathematics (3 cr. min) Recommended by Dept | | | |  | |
| BT 0120: Basic Accounting | 3 | 4. Humanities, Fine Arts, Foreign Lang. **(2 courses; 2 categories; 6 cr. min)** | | | | | |
| BT 0123: Financial Business Applications | 3 |  | | | |  | |
| BT 0135: Employee and HR Principles | 3 |  | | | |  | |
| BT 0144: Business Document Processing | 3 | 5. Natural Sciences **(2 lectures-different course prefixes, 1 lab; 7 cr. min)** | | | | | |
| BT 0170: Computer Literacy and Business Software | 3 |  | | | |  | |
| BT 0171: Computerized Accounting | 3 |  | | | |  | |
| BT 0175: Harnessing Digital Data | 3 |  | | | |  | |
| BT 0180: Digital Communications: Foundations | 3 | 6. Behavioral and Social Science **(2 courses-different prefixes; 6 cr. min)** | | | | | |
| BT 0181: Digital Communications: Implementation | 3 |  | | | |  | |
|  |  |  | | | |  | |
|  |  | One Course from EITHER Objective 7 OR 8 **(1course; 3 cr. min)** | | | | | |
|  |  | 7. Critical Thinking | | | |  | |
|  |  | 8. Information Literacy | | | |
|  |  | 9. Cultural Diversity **(1 course; 3 cr. min)** | | | | | |
|  |  |  | | | |  | |
|  |  | General Education Elective to reach 36 cr. min. **(if necessary)** | | | | | |
|  |  |  | | | |  | |
|  |  | **Total GE** | | | | **0** | |
|  |  | Undergraduate Catalog and GE Objectives by [Catalog Year](https://www.isu.edu/advising/academic-support/general-education/)  *http://coursecat.isu.edu/undergraduate/programs/* | | | | | |
|  |  |
|  |  |  | | | | | |
|  |  |
|  |  |
|  |  | **MAP Credit Summary** | | | | **CR** | |
|  |  | Major | | | | 34 | |
|  |  | General Education | | | | 0 | |
|  |  | Upper Division Free Electives to reach 36 credits | | | | 0 | |
|  |  | Free Electives to reach 120 credits | | | | 0 | |
|  |  | TOTAL | | | | 34 | |
|  |  |  | | | | | |
|  |  |
|  |  |
|  |  |
|  |  | **Graduation Requirement Minimum Credit Checklist** | | | **Confirmed** | | |
|  |  | Minimum 36 cr. General Education Objectives (15 cr. AAS) | | |  | | |
|  |  | Minimum 15 cr. Upper Division in Major (0 cr. Associate) | | |  | |  |
|  |  | Minimum 36 cr. Upper Division Overall (0 cr. Associate) | | |  | |  |
|  |  | Minimum of 120 cr. Total (60 cr. Associate) | | |  | |  |
|  |  |  | |  | | | |
| **Advising Notes** | | ***MAP Completion Status (for internal use only)*** | | | | | |
|  | |  | *Date* | | | | |
|  | |  |  | | | | |
|  | | *CAA or COT:* | TIM 10/18/2019 | | | | |
|  | |  |  | | | | |
|  | | **Complete College American Momentum Year**  **Math and English course in first year-Specific GE MATH course identified**  **9 credits in the Major area in first year**  **15 credits each semester (or 30 in academic year)**  **Milestone courses** | | | | | |
|  | |
|  | |
|  | |
|  | | Form Revised 9.10.2019 | | | | | |

ITC, Administrative Technology Page 2