

**Catalog Year 2019-2020**

ITC, BT - Administrative Technology

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 |  |  |
| 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: Designing Web Communications | 3 | C- |  | D | BT 0170, BT 0144 |  |
| BT 0181: Maintaining Digital Communications | 3 | C- |  | D | BT 0180 |  |
| TGE 0158: Employment Strategies OR BT 0135: Employee and HR Principles | 1-23 | C- |  | F,SD | BT 0111, BT0117 |  |
|  Total | **16-18** |  |  |  |  |  |
| Semester Three |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  Total |  |  |  |  |  |  |
| Semester Four |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  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 <http://coursecat.isu.edu/undergraduate/academicinformation/coursepolicies/> |

|  |  |  |  |
| --- | --- | --- | --- |
| **2019-2020 Major Requirements** | **CR** | **GENERAL EDUCATION OBJECTIVES*** **GE Objectives: Not Required for ITC**
 |  |
| **ITC – BT Admin Technology Required Courses** | **32-34** | 1. Written English  |  |
| BT 0111: Applied Business Principles | 3 |   |  |
| BT 0116: Professional Leadership Development | 1 | 2. Spoken English  |  |
| BT 0117: Successful Workplace Communications | 3 | 3. Mathematics  |  |
| BT 0120: Basic Accounting | 3 | 4. Humanities, Fine Arts, Foreign Lang.  |
| BT 0123: Financial Business Applications | 3 |  |  |
| BT 0144: Business Document Processing | 3 |  |  |
| BT 0170: Computer Literacy and Business Software | 3 | 5. Natural Sciences  |
| BT 0171: Computerized Accounting | 3 |  |  |
| BT 0175: Harnessing Digital Data | 3 |  |  |
| BT 0180: Designing Web Communications | 3 | 6. Behavioral and Social Science  |
| BT 0181: Maintaining Digital Communications | 3 |  |  |
| TGE 0158: Employment Strategies OR BT 0135: Employees and HR Principles | 1-23 |  |  |
| One Course from EITHER Objective 7 OR 8  |
|  |  | 7. Critical Thinking |  |
|  |  | 8. Information Literacy  |
|  |  | 9. Cultural Diversity  |
|  |  |  |  |
|  |  |   |  |
|  |  |  **Total GE** |  |
|  |  | Undergraduate Catalog and GE Objectives by [Catalog Year](https://www.isu.edu/advising/academic-support/general-education/)  |
|  |  |
|  |  |  |
|  |  |
|  |  |
|  |  | **MAP Credit Summary** | **CR** |
|  |  | Major  | 32-34 |
|  |  | General Education  | 0 |
|  |  |  |  |
|  |  |  TOTAL | 32-34 |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  | **Graduation Requirement Minimum Credit Checklist** | **Confirmed** |
|  |  | Minimum 30 cr. Total (ITC) |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
| **Advising Notes** | ***MAP Completion Status (for internal use only)*** |
|  |  | *Date* |
|  | *Department:*  |  |
|  | *CAA or COT:* | TIM 06/18/2019 |
|  | *Registrar:*  |  |
|  |  |
|  |
|  |
|  |

 Form Revised 1.24.2018