

**ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE**  
**BUSINESS: Business Administration Option**

**PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS**

Student Name \_\_\_\_\_ Advisor \_\_\_\_\_ Ext: \_\_\_\_\_

Aims # \_\_\_\_\_ Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

<u>Course Number</u>	<u>Requirements</u>	<u>Required Credits</u>	<u>Term</u>	<u>Transfer Credits</u>	<u>Taken</u>	<u>Needs</u>
ACC 121	Principles of Accounting I	4	_____	_____	_____	_____
ACC 122	Principles of Accounting II	4	_____	_____	_____	_____
ACC 123	Principles of Accounting I Recitation	1	_____	_____	_____	_____
BTE 156	Business Mathematics with Calculator	4	_____	_____	_____	_____
BTE 257	Managing Office Technology	3	_____	_____	_____	_____
BUS 115	Introduction to Business	3	_____	_____	_____	_____
BUS 281	Internship-Business Administration	2	_____	_____	_____	_____
MAN 116	Principles of Supervision	3	_____	_____	_____	_____
MAR 111	Principles of Sales	3	_____	_____	_____	_____
MAT 106	Survey Of Algebra	4	_____	_____	_____	_____
MAT 135	Introduction to Statistics	3	_____	_____	_____	_____
PSY 100	Psychology of Workplace Relationships	3	_____	_____	_____	_____
Technology Cluster		7	_____	_____	_____	_____
	(BUS 111, BUS 112 and BTE 155, or any combination of software classes selected with advisor approval)					
<b>Select 3-4 credits from the following courses:</b>						
MAN 125	Teambuilding	1	_____	_____	_____	_____
<b>AND</b>						
MAN 246	Critical Issues in Marketing/Management	2-3	_____	_____	_____	_____
<b>OR</b>						
MAN 226	Principles of Management	3	_____	_____	_____	_____
<b>Select ONE from the following two courses:</b>						
MAR 216	Principles of Marketing	3	_____	_____	_____	_____
MAR 220	Principles of Advertising	3	_____	_____	_____	_____
<b>Elective Credit</b>		8-9	_____	_____	_____	_____
	<b>Total</b>	<b>58-60</b>				
<b>General Education Courses Required for AAS Degree:</b>						
BUS 216	Legal Environment of Business	3	_____	_____	_____	_____
BUS 217	Business Communication & Report Writing	3	_____	_____	_____	_____
ECO 201	Principles of Macroeconomics	3	_____	_____	_____	_____
ECO 202	Principles of Microeconomics	3	_____	_____	_____	_____
SPE 115	Public Speaking	3	_____	_____	_____	_____
	<b>Total General Education Credits</b>	<b>15</b>				
	<b>TOTAL CREDITS FOR DEGREE</b>	<b>73-75</b>				