



**ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE
BUSINESS TECHNOLOGY - Administrative Assistant
PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS**

Student Name: _____ **Aims #:** _____ **Graduation Evaluator:** _____

Advisor: _____ **Ext:** _____ **Date:** _____

<u>Course Number</u>	<u>Business Education Requirements:</u>	<u>Required Credits</u>	<u>Term Completed</u>	<u>Transfer Credits</u>	<u>Transfer School</u>	<u>Needs</u>
ACC 121	Accounting Principles I	4	_____	_____	_____	_____
BUS 216	Legal Environment of Business	3	_____	_____	_____	_____
CIS 155	PC Spreadsheet Concepts: Excel	3	_____	_____	_____	_____
MAN 246	Critical Issues in Marketing and Management	3	_____	_____	_____	_____
Total:		13				

Degree Requirements:

ACC 175	Special Topics: QuickBooks	2	_____	_____	_____	_____
BTE 108	Ten-Key by Touch	1	_____	_____	_____	_____
BTE 125	Records Management	3	_____	_____	_____	_____
BTE 155	Word Processing Techniques I	3	_____	_____	_____	_____
BTE 202	Office Simulation I	3	_____	_____	_____	_____
BTE 225	Administrative Office Management	3	_____	_____	_____	_____
BTE 255	Word Processing Techniques II	3	_____	_____	_____	_____
BTE 257	Managing Office Technology	3	_____	_____	_____	_____
BUS 111	Introduction to Business Presentations I	3	_____	_____	_____	_____
BUS 112	Introduction to Business Presentations II	3	_____	_____	_____	_____
BUS 281	Internship	2	_____	_____	_____	_____
CIS 145	Complete PC Database	3	_____	_____	_____	_____
Total Credits:		32				

General Education Courses Required for AAS Degree:

PSY 100	Psychology of Workplace Relationships	3	_____	_____	_____	_____
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Select ONE from the following courses:

MAT 112	Financial Mathematics (Recommended)	3	_____	_____	_____	_____
MAT 121	College Algebra	4	_____	_____	_____	_____
MAT 135	Introduction to Statistics	3	_____	_____	_____	_____

Select ONE from the following courses:

ENG 121	English Composition I	3	_____	_____	_____	_____
ENG 122	English Composition II	3	_____	_____	_____	_____
ENG 131	Technical Writing I (Recommended)	3	_____	_____	_____	_____

Select ONE from the following courses:

CIS 118	Intro PC Applications	3	_____	_____	_____	_____
ECO 105	Introduction to Economics	3	_____	_____	_____	_____
ECO 201	Principles of Macroeconomics	3	_____	_____	_____	_____
ECO 202	Principles of Microeconomics	3	_____	_____	_____	_____
GEO 106	Human Geography	3	_____	_____	_____	_____
PHI 112	Ethics	3	_____	_____	_____	_____
POS 111	American Government	3	_____	_____	_____	_____
SPE 115	Public Speaking	3	_____	_____	_____	_____
BIO 106	Basic Anatomy and Physiology	4	_____	_____	_____	_____

Select ONE course (minimum of 3 credits) from either the Associate of Arts or Associate of Science General Education curriculum

3	_____	_____	_____	_____
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Total General Education Credits: 15-17
TOTAL CREDITS FOR DEGREE: 60-62