



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

Student Name: \_\_\_\_\_ Aims #: \_\_\_\_\_ Graduation Evaluator: \_\_\_\_\_

Advisor: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_

Table with 7 columns: Course Number, Business Education Requirements, Required Credits, Term Completed, Transfer Credits, Transfer School, Needs. Rows include ACC 121, BUS 216, CIS 155, MAN 246, and a Total row showing 13 credits.

Degree Requirements:

Table listing degree requirements with columns for course number, description, and credits. Includes BTE 108 through CIS 145, with a Total Credits row showing 34 credits.

General Education Courses Required for AAS Degree:

Table with 1 row: PSY 100 Psychology of Workplace Relationships 3 credits.

Select ONE from the following courses:

Table with 3 rows of course options: MAT 112, MAT 121, and MAT 135.

Select ONE from the following courses:

Table with 3 rows of course options: ENG 121, ENG 122, and ENG 131.

Select ONE from the following courses:

Table with 7 rows of course options: ECO 105, ECO 201, ECO 202, GEO 106, PHI 112, POS 111, and SPE 115.

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

Total General Education Credits: 15-16
TOTAL CREDITS FOR DEGREE: 62-63