



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 Complete, Transfer Credits, Transfer School, Needs. Rows include ACC 121, BUS 216, CIS 155, MAN 246, and a Total row.

Degree Requirements:

Table with 7 columns: Course Number, Business Education Requirements, Required Credits, Term Complete, Transfer Credits, Transfer School, Needs. Rows include BTE 108, BTE 117, BTE 131, BTE 155, BTE 211, BTE 213, BTE 229, BTE 238, BTE 255, BTE 257, BUS 111, BUS 281, CIS 145, and a Total Credits row.

General Education Courses Required for AAS Degree:

Table with 7 columns: Course Number, Business Education Requirements, Required Credits, Term Complete, Transfer Credits, Transfer School, Needs. Row includes PSY 100.

Select ONE from the following courses:

Table with 7 columns: Course Number, Business Education Requirements, Required Credits, Term Complete, Transfer Credits, Transfer School, Needs. Rows include MAT 112, MAT 121, MAT 135.

Select ONE from the following courses:

Table with 7 columns: Course Number, Business Education Requirements, Required Credits, Term Complete, Transfer Credits, Transfer School, Needs. Rows include ENG 121, ENG 122, ENG 131.

Select ONE from the following courses:

Table with 7 columns: Course Number, Business Education Requirements, Required Credits, Term Complete, Transfer Credits, Transfer School, Needs. Rows include COM 115, ECO 105, ECO 201, ECO 202, GEO 106, PHI 112, POS 111.

Arts or Associate of Science General Education curriculum 3

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