BARTON
COMMUNITY COLLEGE
245 NE 30 RD • Great Bend, KS 67530

Business Administrative Technology

Associate of Applied Science – 64 Credit Hours

A minimum of 15 credit hours in General Education (Zones 1 and 2) in a minimum of three sectors is required. Additional hours to complete the degree are identified in Emphasis Requirements and Electives (Zone 3).

Zone 1: Foundation Courses			
Sector A: Written and Oral Communication			
☐	ENGL 1200 or ENGL 1204	Business English or English Composition I	3
☐	ENGL 1206 or ENGL 1236	English Composition II or Technical Communications	3
☐	COMM 1200 or COMM 1230	Interpersonal Communications or Public Speaking	3
Sector B: Mathematical Reasoning *See Advisor for Transfer Information*			
☐	MATH 1819 OR MATH 1806 OR MATH 1824 OR MATH 1828	Business Mathematics OR Technical Mathematics OR Intermediate Algebra OR College Algebra	3
Sector C: Technological Skills *See Advisor for Transfer Information*			
☐			
Sector D: Global Issues and Diversity* *See Advisor for Transfer Information*			
☐			
Zone 2: Introductory Courses			
Sector A: Arts and Humanities *See Advisor for Transfer Information*			
☐			
☐			
Sector B: Social Sciences *See Advisor for Transfer Information*			
☐			
☐			
Sector C: Mathematics and Pure Science *Non-laboratory science can satisfy. See Advisor for Transfer Information*			
☐			
☐			
Sector D: Personal Well-Being *Restricted to two credits in PHED or HLTH. See Advisor for Transfer Information*			
☐	ECON 1615	Personal Finance	3
☐			
Total			**15**

Student Name:_____ **ID#:_____ Placement Scores: ___English ___Math ___Reading**

Zone 3: Emphasis Requirements and Electives

Sector A: Emphasis Requirements

☐	BSTC 1036	Computer Concepts & Applications	3
☐	BSTC 1023	Database Management Systems	3
☐	BSTC 1685	Spreadsheet Applications	3
☐	OFTC 1696	Word Processing Applications	3
☐	ACCT 1602 ACCT 1614	General Accounting or Accounting I	3
☐	OFTC 1650	Ten Key Mastery	1
☐	OFTC 1621	Business Administrative Procedures	3
☐	OFTC 1666	Records Management	3
☐	BUSI 1807	Customer Service	3
☐	BUSI 1607	Business Ethics	3
☐	BUSI 1800	Business Communications	3
☐	BUSI 1804	Human Relations in Business	3
☐	BUSI 1702	Supervisory Development	3
☐	OFTC 1603	Keyboarding II	3
Total			

Sector B: Emphasis Electives

☐	BSTC 1001	Introduction to Computers	3
☐	BUSI 1608	Business Law	3
☐	BUSI 1600	Introduction to Business	3
☐	BUSI 1802	Payroll Procedures	3
☐	BSTC 1643	Human Resource Management	3
☐	NTWK 1072	Information Security	3
☐	ACCT 1611	Microcomputer Accounting Applications	3
☐	ACCT 1616	Accounting II	3
☐	LANG 1933	Spanish for the Workforce	2
Total			9

Sector C: Other Electives

☐			
☐			
☐			
☐			
Total			64

Review Date: 09/21
Effective Date: 08/20

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