

**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).

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

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Placement Scores: \_\_\_English \_\_\_Math \_\_\_Reading

**Non-Discrimination Notice:** Barton Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Barton Community College does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of sex/gender, race, color, national origin, disability or any other protected classes enumerated in Policy 1132. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact Barton's Title IX Coordinator, Cheryl Brown, Title IX Coordinator, 245 NE 30 Road, Great Bend, KS 67530, (620) 786-7441, titleix@bartonccc.edu or brownc@bartonccc.edu. Visit equal.bartonccc.edu for more information.

<b>Zone 3: Emphasis Requirements and Electives</b>			
<b>Sector A: Emphasis Requirements</b>			
<input type="checkbox"/>	BSTC 1036	Computer Concepts & Applications	3
<input type="checkbox"/>	BSTC 1023	Database Management Systems	3
<input type="checkbox"/>	BSTC 1685	Spreadsheet Applications	3
<input type="checkbox"/>	OFTC 1696	Word Processing Applications	3
<input type="checkbox"/>	ACCT 1602 ACCT 1614	General Accounting or Accounting I	3
<input type="checkbox"/>	OFTC 1650	Ten Key Mastery	1
<input type="checkbox"/>	OFTC 1621	Business Administrative Procedures	3
<input type="checkbox"/>	OFTC 1666	Records Management	3
<input type="checkbox"/>	BUSI 1807	Customer Service	3
<input type="checkbox"/>	BUSI 1607	Business Ethics	3
<input type="checkbox"/>	BUSI 1800	Business Communications	3
<input type="checkbox"/>	BUSI 1804	Human Relations in Business	3
<input type="checkbox"/>	BUSI 1702	Supervisory Development	3
<input type="checkbox"/>	OFTC 1603	Keyboarding II	3
<b>Total</b>			
<b>Sector B: Emphasis Electives</b>			
<input type="checkbox"/>	BSTC 1001	Introduction to Computers	3
<input type="checkbox"/>	BUSI 1608	Business Law	3
<input type="checkbox"/>	BUSI 1600	Introduction to Business	3
<input type="checkbox"/>	BUSI 1802	Payroll Procedures	3
<input type="checkbox"/>	BSTC 1643	Human Resource Management	3
<input type="checkbox"/>	NTWK 1072	Information Security	3
<input type="checkbox"/>	ACCT 1611	Microcomputer Accounting Applications	3
<input type="checkbox"/>	ACCT 1616	Accounting II	3
<input type="checkbox"/>	LANG 1933	Spanish for the Workforce	2
<b>Total</b>			<b>9</b>
<b>Sector C: Other Electives</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Total</b>			<b>64</b>

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

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Placement Scores: \_\_\_English \_\_\_Math \_\_\_Reading

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