Business Technology

BARTON
COMMUNITY COLLEGE

Associate in Applied Science (Total Credit Hours – 64)

GENERAL EDUCATION REQUIREMENTS
At least 15 credit hours from at least 3 of the 5 General Education curriculum areas.

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REQUIREMENTS for SPECIFIC MAJOR:

WRITTEN / ORAL COMMUNICATIONS

☐ ENGL	1200	Business English **OR**	3
☐ ENGL	1205	Technical and Report Writing	
☐ ENGL	1204	English Composition I **OR**	3
☐ COMM	1230	Public Speaking	
☐ ENGL	1206	English Composition II **OR**	3
☐ COMM	1200	Interpersonal Communications	
TOTAL			**9**

MATHEMATICS
Select 1 Course

☐ MATH	1806	Technical Mathematics **OR**	
☐ MATH	1819	Business Math **OR**	3
☐ MATH	1824	Intermediate Algebra **OR**	
☐ MATH	1828	College Algebra	
TOTAL			**3**

HUMANITIES

Fine Arts			
☐			
Language Arts			
☐			
Philosophy / History / Religion			
☐			
TOTAL			**3**

SOCIAL and BEHAVIORAL SCIENCES

Social Science			
☐			
Behavioral Science			
☐			
Economics / Political Science			
☐			
TOTAL			**3**

PHYSICAL EDUCATION (maximum of two credit hours) **OR** HEALTH (maximum of three credit hours)

☐			
☐			
TOTAL			**2**

MAJOR REQUIREMENTS

☐ ACCT	1602	General Accounting **OR**	
☐ ACCT	1614	Accounting I **OR**	
☐ ACCT	1616	Accounting II **OR**	3
☐ ACCT	1640	Accounting for Business Operations **OR**	
☐ ACCT	1641	Accounting for Finance & Operations	
☐ BSTC	1685	Spreadsheet Applications	3
☐ OFTC	1696	Word Processing Applications	3
☐ BSTC	1036	Computer Concepts & Applications	3
☐ BUSI	1800	Business Communications **OR**	
☐ COMM	1200	Interpersonal Communications **OR**	3
☐ COMM	1220	Organizational Communications	
☐ BUSI	1607	Business Ethics **OR**	
☐ BUSI	1780	Total Quality Management **OR**	3
☐ BUSI	1783	Process Management **OR**	
☐ BUSI	1804	Human Relations in Management	
TOTAL			**18**

MAJOR ELECTIVES

☐ GRPH	1048	Multimedia Presentation	3
☐ GRPH	1070	Portable Document Formatting	3
☐ ECON	1610	Macroeconomics	3
☐ ECON	1612	Microeconomics	3
☐ LEAD	1000	Intro to Leadership Concepts	3
☐ BSTC	1023	Data Base Management	3
☐ ACCT	1618	Managerial Acct	3
☐ BSTC	1001	Introduction to Computer	3
☐ BSTC	1027	Information Super Highway	3
☐ BSTC	1643	Human Resource Mgmt	3
☐ BSTC	1698	Info Process Systems Mgmt	3
☐ BSTC	1798	Strategic Mgmt	3
☐ BSTC	1836	Windows Vista	3
☐ BUSI	1600	Introduction to Business	3
☐ BUSI	1604	Small Business Mgmt	3
☐ BUSI	1603	Introduction to Finance	3
☐ BUSI	1608	Business Law I	3
☐ BUSI	1658	Business Insurance-LUTC II	3
☐ BUSI	1751	Small Business Records I	3
☐ BUSI	1802	Payroll Procedures	3
☐ BUSI	1803	Principles of Mgmt	3
☐ BUSI	1807	Customer Service	3
☐ ECON	1615	Personal Finance	3
☐ GRPH	1047	MultiMedia Design	3
☐ GRPH	1049	Web Site Construction	3
☐ GRPH	1054	Digital Image Editing	3
☐ OFTC	1650	Ten Key Mastering	1
☐ OFTC	1697	Adv WP Applications and Procedures	3
☐ PRGM	1030	Java Programming	3
☐ STAT	1829	Elements of Stat	3
☐ STAT	1840	Business & Econ Stat I	3
☐ STAT	1845	Business & Econ STAT II	3
☐ TRAD	1764	Leadership Training Techniques	3
TOTAL			**26**

Review Date. 03/11
Revision Date: 03/11

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

www.bartonccc.edu   **1-800-748-7594**