

Business Administrative Technology



Associate in Applied Science (Total Credit Hours – 64)

GENERAL EDUCATION REQUIREMENTS

WRITTEN / ORAL COMMUNICATIONS

<input type="checkbox"/> ENGL	1200	Business English	OR		
<input type="checkbox"/> ENGL	1204	English Composition I			3
<input type="checkbox"/> ENGL	1236	Technical Communications	OR		
<input type="checkbox"/> ENGL	1206	English Composition II			3
<input type="checkbox"/> COMM	1230	Public Speaking	OR		
<input type="checkbox"/> COMM	1200	Interpersonal Communications			3
TOTAL					9

HUMANITIES

Fine Arts					
<input type="checkbox"/>					
<input type="checkbox"/>					
Language Arts					
<input type="checkbox"/>					
<input type="checkbox"/>					
Philosophy / History / Religion					
<input type="checkbox"/>					
<input type="checkbox"/>					
TOTAL					

SOCIAL and BEHAVIORAL SCIENCES

Social Science					
<input type="checkbox"/>					
<input type="checkbox"/>					
Behavioral Science					
<input type="checkbox"/>					
<input type="checkbox"/>					
Economics / Political Science					
<input type="checkbox"/> ECON	1615	Personal Finance			3
<input type="checkbox"/>					
TOTAL					3

NATURAL SCIENCE and MATHEMATICS

<input type="checkbox"/> MATH	1819	Business Mathematics	OR		
<input type="checkbox"/> MATH	1806	Technical Mathematics	OR		
<input type="checkbox"/> MATH	1824	Intermediate Algebra	OR		
<input type="checkbox"/> MATH	1828	College Algebra			3
<input type="checkbox"/>					
<input type="checkbox"/>					
TOTAL					3

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

<input type="checkbox"/>					
TOTAL					

REQUIREMENTS for SPECIFIC MAJOR:

MAJOR REQUIREMENTS

<input type="checkbox"/> BSTC	1036	Computer Concepts and 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	General Accounting	OR		
<input type="checkbox"/> ACCT	1614	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
<input type="checkbox"/> LANG	1933	Spanish for the Workplace			2
<input type="checkbox"/>					
<input type="checkbox"/>					
TOTAL					42

MAJOR ELECTIVES

<input type="checkbox"/> BSTC	1001	Introduction to Computers			3
<input type="checkbox"/> BUSI	1608	Business Law	OR		
<input type="checkbox"/> BUSI	1611	Business Law – Honors			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"/> GRPH	1048	Multimedia Presentations			3
<input type="checkbox"/> ACCT	1611	Microcomputer Accounting Apps			3
<input type="checkbox"/> ACCT	1616	Accounting II	OR		
<input type="checkbox"/> ACCT	1615	Accounting II - Honors			3
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
TOTAL					7

Review Date: 06/12
Revision Date: 10/12

Student Name: _____ ID#: _____

Placement Scores: ___ English ___ Math ___ Reading

www.bartonccc.edu

1-800-748-7594

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