

Business Administrative Technology



Associate in Applied Science (Total Credit Hours – 64)

1 st Semester (Fall Semester)			
<input type="checkbox"/>	ENGL 1200	Business English OR	3
<input type="checkbox"/>	ENGL 1204	English Composition I	
<input type="checkbox"/>	COMM 1200	Interpersonal Communications OR	3
<input type="checkbox"/>	COMM 1230	Public Speaking	
<input type="checkbox"/>	OFTC 1666	Records Management	3
<input type="checkbox"/>	ACCT 1602	General Accounting OR	3
<input type="checkbox"/>	ACCT 1614	Accounting I	
<input type="checkbox"/>	BSTC 1036	Computer Concepts & Applications	3
<input type="checkbox"/>			
<input type="checkbox"/>			
TOTAL			15

3 rd Semester (Fall Semester)			
<input type="checkbox"/>	BUSI 1800	Business Communications	3
<input type="checkbox"/>	LANG 1933	Spanish for the Workplace	2
<input type="checkbox"/>	BUSI 1702	Supervisory Development	3
<input type="checkbox"/>	BUSI 1607	Business Ethics	3
<input type="checkbox"/>	OFTC 1650	Ten Key Mastery	1
<input type="checkbox"/>	ECON 1615	Personal Finance	3
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
TOTAL			15

2 nd Semester (Spring Semester)			
<input type="checkbox"/>	ENGL 1236	Technical Communications OR	3
<input type="checkbox"/>	ENGL 1206	English Composition II	
<input type="checkbox"/>	OFTC 1603	Keyboarding II	3
<input type="checkbox"/>	BSTC 1685	Spreadsheet Applications	3
<input type="checkbox"/>	BUSI 1807	Customer Service	3
<input type="checkbox"/>	MATH 1819	Business Mathematics OR	3
<input type="checkbox"/>	MATH 1806	Technical Mathematics OR	
<input type="checkbox"/>	MATH 1824	Intermediate Algebra OR	
<input type="checkbox"/>	MATH 1828	College Algebra	
<input type="checkbox"/>	OFTC 1696	Word Processing Applications	3
<input type="checkbox"/>			
TOTAL			18

4 th Semester (Spring Semester)			
<input type="checkbox"/>	BUSI 1804	Human Relations in Business	3
<input type="checkbox"/>	BSTC 1023	Database Management Systems	3
<input type="checkbox"/>	OFTC 1621	Business Administrative Procedures	3
<input type="checkbox"/>		Major Electives	7
<input type="checkbox"/>			
TOTAL			16

Review Date: 09/13
Revision Date: 09/13

Student Name: _____ ID#: _____

Placement Scores: ___ English ___ Math ___ Reading

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