



## Associate of Applied Science – Business Technology Advisement Sheet

<b>General Education Core</b>	<b>15</b>	<b>Term Completed</b>	<b>Grade</b>
Area I – Language Arts/Communication ( <i>ENGL 1101</i> )	3	_____	_____
Area II – Social/Behaviors Sciences ( <i>PSYC 1101</i> )	3	_____	_____
Area III – Natural Sciences/Mathematics ( <i>MATH 1111</i> )	3	_____	_____
Area IV – Humanities/Fine Arts ( <i>SPCH 1101</i> )	3	_____	_____
Specific General Education Core Elective ( <i>ENGL 1102</i> ) (One additional course from Area I, II, III or IV)	3	_____	_____

<b>Occupational Courses (Required)</b>	<b>46</b>	<b>Term Completed</b>	<b>Grade</b>
COMP 1000 Introduction to Microcomputers	3	_____	_____
BUSN 1400 Word Processing	4	_____	_____
BUSN 1410 Spreadsheet Concepts & Applications	4	_____	_____
BUSN 1420 Database Applications	4	_____	_____
BUSN 1430 Desktop Publishing & Present. App.	4	_____	_____
BUSN 1440 Document Production	4	_____	_____
BUSN 1190 Digital Technologies	2	_____	_____
BUSN 1240 Office Procedures	3	_____	_____
BUSN 2160 Electronic Mail Applications	2	_____	_____
BUSN 2190 Business Document Proofreading & Editing	4	_____	_____
BUSN 2210 Applied Office Procedures	3	_____	_____
MGMT 1100 Principles of Management	3	_____	_____
Guided Electives	6	_____	_____

<b>Choose one of the following courses:</b>	<b>4</b>	<b>Term Completed</b>	<b>Grade</b>
BUSN 2200 Office Accounting	4	_____	_____
ACCT 1100 Financial Accounting I	4	_____	_____

**Minimum Credit Hours for Graduation** **64**