

## 2010-2011 Requirements for the Associate of Applied Science Degree – Business Technology Business Administration Option\*

### Legend

- U = Class is open to any student even if placed in CP
- R= Reading level prerequisite required to take this course (or the appropriate placement test score)
- E= English prerequisite required to take this course (or the appropriate placement test score)
- M = Math prerequisite required to take this course (or the appropriate placement test score)
- P = This course has a prerequisite

### College Prep Courses

*Some or all of the following College Prep courses may be required depending on placement test scores. The grades received in these courses (A<sup>^</sup>, B<sup>^</sup>, C<sup>^</sup>, or D<sup>^</sup>) are not used in calculating the GPA. If an F is received it is used in calculating the GPA. No CP courses count toward a degree.*

- U  CP 01003 College Reading Skills
- R  CP 01113 Adv Reading Techniques
- U  CP 02003 College Writing Skills
- U  CP 04003 Basic Mathematics Skills
- M  CP 04783 Beginning Algebra

**\*This worksheet is a guide for this degree (2010-2011 catalog). The Degree Plan in the appropriate catalog should be consulted when making your course selections.**

### Personal Development Required of all first-time, full-time, degree-seeking students

- U  PY 13001 Personal Development

### General Education Core 15 hrs

- E  EN 12003 Eng Comp I
- E  EN 12013 Eng Comp II
- SP 22063 Human Relations
- M  MA 14083 Inter. Algebra  
**OR**
- M  MA 14043 College Algebra
- P  CS 11033 Computer Fundamentals

### Division Core 15 hrs

- AC 21003 Principles of Accounting I
- R  BU 11013 Legal Environment of Business
- E  OT 21003 Business Communications
- R  BU 11023 Decision Strategies
- P  CS 21003 Spreadsheet Applications

### Major Core 21 hrs

- BU 11003 Introduction to Business
- MG 21003 Principles of Supervision
- MK 21013 Marketing Fundamentals
- R  BU 21003 Personal Finance  
**OR**
- IS 15053 Project Management
- MG 21023 Staff & Human Resources
- P  AC 21013 Principles of Accounting II
- MG 21063 Leadership/Teamwork

### Admin. Support Emphasis

**Approved Electives 12 hrs**  
*Select four courses*

- P  AC 21033 Computerized Accounting
- AC 21053 Income Tax Preparation
- AC 21064 Professional Bookkeeping
- P  CS 21093 Database Mgmt.
- MK 21043 Customer Service
- MK 21053 Sales Strategy

### **OR**

### Industrial Management Emphasis

**Approved Electives 12 hrs**  
*Select four courses*

- ES 15003 Industrial Safety Administration
- IS 25013 Total Quality Management
- IS 25023 Manufacturing Org/Mgmt
- IS 25033 Operations Management

### Graduation Information

- C or above in EN 12003 Eng Comp I
- C or above in EN 12013 Eng Comp II
- C or above in required math course (MA 14083 Intermediate Algebra or MA 14043 College Algebra)
- GPA of 2.0 or above
- Certification/Competency exams as may be required by the department for the purpose of program assessment
- Submitted application for Graduation to Registrar and paid fee in Business Office
- The last 15 hours completed at ANC
- Completed at least 63 hours