

# Major Academic Plan for A.A.S. in Administrative Management Technology

## 2020-2021

recommended plan, but actual plans will vary by individual student needs.  
Program requirements are based on Catalog Year.

A Major Academic Plan (MAP) illustrates one way to complete a degree in a recommended number of semesters. Below is an example of an efficient and

Course Subject and Title	Credits	Min Grade	*Program Element	**When Offered	Prerequisite	Co Requisite
<b>First Semester</b>						
BT 0111 Applied Business Principles	3	C-		F, S		
BT 0116 Professional Leadership Development	1	S		F, S		
BT 0117 Successful Workplace Communications	3	C-		F, S		
BT 0120 Basic Accounting	3	C-		F, S		
BT 0144 Business Document Processing	3	C-		D		
BT 0170 Computer Literacy and Business Software	3	C-		F, S		
Semester Total	16					
<b>Second Semester</b>						
BT 0123 Financial Business Applications	3	C-		S		
BT 0171 Computerized Accounting	3	C-		F, S	BT 0120, BT 0144, BT 0170	
BT 0175 Harnessing Digital Data Using Spreadsheets and Databases	3	C-		D	BT 0170	
BT 0180 Digital Communications: Foundations	3	C-		D	BT 0144, BT 0170	BT 0170 or instructor permission.
BT 0181 Digital Communications: Implementation	3	C-		D	BT 0180	BT 0180 or instructor permission.
Semester Total	15					
<b>Third Semester</b>						
GE Objective 1: ENGL 1101	3		GE		Appropriate placement score	
BT 0115 Practicum	2	C-		F, S		
BT 0135 Employees and HR Principles	3	C-		F, S	BT 0111, BT 0117	
BT Elective - any course not required by the major	3	C-		F, S		
BT Elective - any course not required by the major	3	C-		F, S		
Semester Total	14					
<b>Fourth Semester</b>						
GE Objective 2: COMM 1101	3		GE			
GE Objective 3: TGE 1140 or MGT 2216	3		GE			

GE Objective 4: TGE 1257	3		GE			
GE Objective 6: TGE 1150	3		GE			
MGT 2261 Legal Environment of Organizations	3	C-		F, S	Sophomore standing.	
Semester Total	15					
Total	60					