

# Associate of Applied Science: Administrative Management Technology

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(2 Years)

Code	Title	Credits
<b>Required Courses:</b>		
BT 0111	Applied Business Principles	3
BT 0115	Practicum	2
BT 0116	Professional Leadership Development	1
BT 0117	Successful Workplace Communications	3
BT 0120	Basic Accounting	3
BT 0123	Financial Business Applications	3
BT 0135	Employees and HR Principles	3
BT 0144	Business Document Processing	3
BT 0170	Computer Literacy and Business Software	3
BT 0171	Computerized Accounting	3
BT 0175	Harnessing Digital Data Using Spreadsheets and Databases	3
BT 0180	Designing Web Communications	3
BT 0181	Maintaining Digital Communications	3
MGT 2261	Legal Environment of Organizations	3
Six (6) credits of BT electives		6
<b>General Education courses</b>		
TGE 1140	Survey of Applied Mathematics	3
TGE 1150	Applied Social Sciences in the Workplace	3
TGE 1257	Applied Ethics in Technology	3
COMM 1101	Fundamentals of Oral Communication	3
ENGL 1101	Writing and Rhetoric I	3
Total Credits		60