

# A.A.S. Administrative Management Technology

(2 Years)

## Program Admissions Requirements

There are minimum test scores to meet admission requirements for the AAS in Administrative Management: <https://www.isu.edu/business/technology/program-options/administrative-technology/>

## General Education

The listing below includes program requirements that also fulfill General Education requirements.

| Code                               | Title | Credits   |
|------------------------------------|-------|-----------|
| Objective 1                        |       | 3         |
| Objective 2                        |       | 3         |
| Objective 3 - TGE 1140 recommended |       | 3         |
| Objective 6                        |       | 3         |
| Any unfilled objective             |       | 3         |
| <b>Total Credits</b>               |       | <b>15</b> |

## Major Requirements

| Code   | Title  | Credits   |
|--|--|-----------|
| BT 1111  | Applied Business Principles                              | 3         |
| BT 1115  | Practicum  | 2         |
| BT 1116  | Professional Leadership Development                      | 1         |
| BT 1117  | Successful Workplace Communications                      | 3         |
| BT 1120  | Basic Accounting   | 3         |
| BT 1123  | Financial Business Applications                          | 3         |
| BT 1135  | Employees and HR Principles                              | 3         |
| BT 1144  | Business Document Processing                             | 3         |
| BT 1145  | Integrated Computer Applications                         | 3         |
| BT 1170  | Computer Literacy and Business Software                  | 3         |
| BT 1171  | Computerized Accounting                                  | 3         |
| BT 1175  | Harnessing Digital Data Using Spreadsheets and Databases | 3         |
| BT 1180  | Digital Communications: Foundations                      | 3         |
| BT 1181  | Digital Communications: Implementation                   | 3         |
| MGT 2261   | Legal Environment of Organizations                       | 3         |
| <b>BT Electives – Three (3) credits of BT approved/recommended electives</b> |  | <b>3</b>  |
| Any BT Course not already required for certificate/degree requirements       |  |           |
| CMP 2231   | Introduction to Graphic Design                           |           |
| ECON 2201  | Principles of Macroeconomics <sup>1</sup>                |           |
| ECON 2202  | Principles of Microeconomics <sup>1</sup>                |           |
| FCS 4470   | Consumer Economics                                       |           |
| FIN 1115   | Personal Finance <sup>1</sup>                            |           |
| <b>Total Credits</b>   |  | <b>45</b> |

<sup>1</sup> Fulfills a General Education Objective

## Degree Totals

| Code | Title                           | Credits   |
|------|---------------------------------|-----------|
|      | General Education               | 15        |
|      | Program Admissions Requirements | 0         |
|      | Major Requirements              | 45        |
|      | Upper Division Free Electives   | 0         |
|      | Free Electives                  | 0         |
|      | <b>Total Credits</b>            | <b>60</b> |

ISU Degree Requirements (<http://coursecat.isu.edu/undergraduate/degree/requirements/>)

ISU General Education (<http://coursecat.isu.edu/undergraduate/academicinformation/generaleducation/>)

Major Academic Plan (MAP)