

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 - MGT 2216 recommended | | 3 |
| Objective 6 | | 3 |
| Any unfilled objective | | 3 |
| Total Credits | | 15 |

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 |
| BT Electives – Three (3) credits of BT approved/recommended electives | | 3 |
| Any BT Course not already required for certificate/degree requirements | | |
| CMP 2231 | Introduction to Graphic Design | |
| ECON 2201 | Principles of Macroeconomics ¹ | |
| ECON 2202 | Principles of Microeconomics ¹ | |
| FCS 4470 | Consumer Economics | |
| FIN 1115 | Personal Finance ¹ | |
| Total Credits | | 45 |

¹ 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 |
| Total Credits | | 60 |

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

ISU General Education (<https://coursecat.isu.edu/undergraduate/academic/information/general-education/>)

Major Academic Plan (MAP)