

ADVISOR WORKSHEET

ASSOCIATE OF APPLIED SCIENCE – BUSINESS TECHNOLOGY EFFECTIVE FALL 2019 – SUMMER 2021 Total Credit Requirements 60

Student _____
Date _____
Advisor _____

GENERAL EDUCATION REQUIREMENTS		CRS	SEMESTER			YEAR	GR	COMMENTS
Communications - 3 Credits			FA	SP	SU			
WRIT 101/104	College Writing/Workplace Communications	3	FA	SP	SU			
Computer Applications - 3 Credits								
CAPP 131	Basic MS Office	3	FA	SP	SU			
Health - 2 Credits								
		2	FA	SP	SU			
Human Relations - 1 Credits								
HS 100	Human Relations	1	FA	SP	SU			
Mathematics - 3 Credits								
M 111/121	Technical Mathematics/College Algebra	3-4	FA	SP	SU			
Native American Studies - 3 Credits								
		3	FA	SP	SU			
Total General Education credits required for degree		15-16						
PROGRAM OF STUDY COURSES		CRS	SEMESTER			YEAR	GR	COMMENTS
ACTG 201	Principles of Financial Accounting	4	FA	SP	SU			
ACTG 202	Principles of Managerial Accounting	4	FA	SP	SU			
Or	or							
ACTG 180	Payroll Accounting	3	FA	SP	SU			
ACTG 205	Computerized Accounting	3	FA	SP	SU			
BGEN 105	Introduction to Business	3	FA	SP	SU			
ACTG 291	Special Topics		FA	SP	SU			
Or	or	4						
ACTG 298	Internship		FA	SP	SU			
BGEN 201	Business Ethics	3	FA	SP	SU			
BGEN 235	Business Law	3	FA	SP	SU			
BGEN 278	Writing the Business Plan	3	FA	SP	SU			
BGMT 235	Management	3	FA	SP	SU			
BMKT 225	Marketing	3	FA	SP	SU			
CAPP 156	Microsoft Excel	3	FA	SP	SU			
TASK 145	Records Management	3	FA	SP	SU			
TASK 210	Office Success Strategies	3	FA	SP	SU			
WRIT 122	Intro to Business Writing	3	FA	SP	SU			
Total Program of Study credits required for degree.		44-45						
Total credits required for degree.		60-61						

****Students who opt for M 111 must take ACTG 202; Student who opt for M 121 may take either ACTG 202 or ACTG 180 to meet the min 60 Credit Requirement**