

ADVISOR WORKSHEET

ASSOCIATE OF APPLIED SCIENCE - BUSINESS TECHNOLOGY EFFECTIVE FALL 2015 - SUMMER 2017 Total Credit Requirements 61

Student _____
 Date _____
 Advisor _____

GENERAL EDUCATION REQUIREMENTS		CRS	SEMESTER			YEAR	GR	COMMENTS
Communications - 3 Credits			FA	SP	SU			
WRIT 101/104	College Writing or 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		1						
HS 100	Human Relations	1	FA	SP	SU			
Mathematics - 3-4 Credits								
M 111	Technical Mathematics or	3	FA	SP	SU			
M 121	College Algebra	4						
Native American Studies - 3 Credits								
			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 180	Payroll Accounting		FA	SP	SU			
ACTG 202	Principles of Managerial Accounting	4	FA	SP	SU			
ACTG 291	Special Topics		FA	SP	SU			
Or	or	4	FA	SP	SU			
ACTG 298	Internship		FA	SP	SU			
BGEN 105	Introduction to Business	3	FA	SP	SU			
BGEN 201	Foundations of Business Ethics	3	FA	SP	SU			
BGEN 235	Business Law	3	FA	SP	SU			
BGEN 278	Writing the Business Plan	3	FA	SP	SU			
BMKT 225	Marketing	3	FA	SP	SU			
CAPP 156	MS Excel	3	FA	SP	SU			
MART 254	Introduction to InDesign for Media Arts	3	FA	SP	SU			
MART 255	Introduction to Photoshop Media Arts	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			
	ELECTIVE	1						
Total credits required for degree.		60-62						