

**ADMINISTRATIVE PROFESSIONAL TECHNOLOGY**

**Business Concentration**

**Program Checklist Revised 09/23/2011**

**2011-2012 Term**

**Date \_\_\_\_\_**

**Student \_\_\_\_\_**

**ID # \_\_\_\_\_**

**Advisor \_\_\_\_\_**

**Term Enrolled \_\_\_\_\_**

Required Course	Course Name	Prerequisite or (Co-requisite)	Credit Hours	Term Offered	Avail. Online	Term Completed/ Grade Earned
<b>FIRST SEMESTER: (15 credit hours)</b>						
ADMN 1005	Word	ADMN 1100 or equivalent	3	F, S	Yes	
ENGL 1010	English Composition I	None	3	All	Yes	
HUM/FA <sup>1</sup>	Humanities/Fine Arts Elective <sup>1</sup>	None	3	All	Yes	
MGT 2000	Principles of Management	None	3	All	Yes	
SPH 2100	Public Speaking	(ENGL 1010)	3	All	Yes	
<b>SECOND SEMESTER: (15 credit hours)</b>						
ADMN 2120	Document Design & Editing	ADMN 1005	3	S	Yes	
ADMN 2621	Excel	ADMN 1005	3	F, S	Yes	
ECON 2010	Macroeconomics	(College-level math)	3	All	Yes	
MKT 2420	Customer Service	None	3	F, S	Yes	
WEB 1600	Web Page Design: Intro to Web Technology	ADMN 1005 or equivalent	3	F, S	Yes	
<b>THIRD SEMESTER: (16 credit hours)</b>						
ACCT 1010	Principles of Accounting I	(College-level math)	3	All	Yes	
ADMN 2015	Office Integration	ADMN 2120, 2621	3	F	Yes	
ADMN 2340	Database & Records Mgmt.	ADMN 1005	3	F	Yes	
ADMN 2450	Communication Media	ADMN 1005, ENGL1010	4	F		
MGT 2100	Information Systems	MGT 2000, ADMN1005	3	F	Yes	
<b>FOURTH SEMESTER: (14 credit hours)</b>						
ADMN 2010	Office Proficiency Assess.	(ADMN 2450)	1	S	Yes	
ADMN 2302	ADMN Internship	Note <sup>2</sup>	3	All		
BUSN 2510	Emerging Trends in Technology	ADMN 1005	4	S		
CBase Exam	General Education Exit Test	None	0	All		
MATH 1530	Elem. Probability & Statistics	(College-level math)	3	All	Yes	
MGT 2030	Team Leadership	MGT 2000	3	S		

**TOTAL CREDIT HOURS FOR DEGREE: 60**

<sup>1</sup> Humanities Elective should be chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520; HUM 2500, 2810; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.

<sup>2</sup> Must be an ADMN major seeking an A.A.S. degree; completion of 15 hours of ADMN courses with a minimum GPA of 2.5 in ADMN courses; an internship application must be submitted and approved by the coordinator of BCT internships prior to the beginning of the enrolled term.