

## A.A.S. Degree in Administrative Professional Technology – Business Office Pathway

This sequence can be followed by students who begin college-level work in the fall semester. Prerequisites may apply to specific courses; it is the student's responsibility to determine if prerequisites have been met. Additional semesters will be required if prerequisite courses, including Learning Support courses, are not completed. Prior to registering each semester, the student is expected to consult with his/her advisor.

<b>Name:</b>	<b>A# 00</b>	<b>Date:</b>	<b>Catalog: 2023-2024</b>
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### First Year - Fall Semester

Course Number and Title	Credit	Term	Grade	Prerequisites	Notes
<b>First 5-Week Session</b>					
NSCC 1010 First-Year Experience	1			First-time college students only	
<b>First 7-Week Session</b>					
ADMN 1302 Keyboarding Formatting I	3			None	
BUSN 1360 Software App. for Business	3			Level 2 placement in Reading	
<b>Second 7-Week Session</b>					
ADMN 1305 Business English	3			Level 2 placement in English and Reading	
ENGL 1010 English Composition I	3			Level 2 placement in English OR Level 1 placement in English with concurrent enrollment in ENGL 0815 AND Level 2 placement in Reading OR Level 1 placement in Reading with concurrent enrollment in READ 0815	
ART 1035 or MUS 1030 (Humanities)	3			Level 1 placement in English; Level 2 placement in Reading or concurrent enrollment in READ 0815	
<b>Total Credit Hours</b>	<b>15/16</b>				

### First Year - Spring Semester

Fall Year – Spring Semester					
Course No. and Title	Credit	Term	Grade	Prerequisites	Notes
<b>First 7-Week Session</b>					
ADMN 1311 Word Processing I	3			ADMN 1302 and BUSN 1360 with a grade of “C” or higher	Spring Only
ADMN 1313 Spreadsheet Applications	3			BUSN 1360 with a grade of “C” or higher	Spring Only
COMM 2025 or COMM 2045	3			ENGL 1010	
<b>Second 7-Week Session</b>					
ADMN 1310 Business Communications	3			Level 2 placement in English and Reading	APT majors should complete ADMN 1305 before enrolling in ADMN 1310.
MATH 1010 or MATH 1530 or MATH 1630	3			Level 2 placement in Math or concurrent enrollment in Math Support	
<b>Total Credit Hours</b>	<b>15</b>				

### Second Year - Fall Semester

Course No. and Title	Credit	Term	Grade	Prerequisites	Notes
<b>First 7-Week Session</b>					
BUSN 1305 Introduction to Business	3			None	
ACCT 1010 Principles of Accounting I	3			Level 2 placement in Math and Reading	
ADMN 2330 Database Applications	3			BUSN 1360 with a grade of "C" or higher	Fall Only
<b>Second 7-Week Session</b>					
ADMN 1308 Office Procedures	3			ADMN 1310	Fall Only
BUSN 2340 Human Resource Mgt. or BUSN 2350 Organizational Behavior	3			Level 2 placement in English and Reading	
<b>Total Credit Hours</b>	<b>15</b>				

## Second Year - Spring Semester

Second Year – Spring Semester					
Course No. and Title	Credit	Term	Grade	Prerequisites	Notes
<b>First 7-Week Session</b>					
BUSN 2300 Business Ethics or BUSN 2370 Legal Environment of Business	3			Level 2 placement in English and Reading	
BUSN 2330 Principles of Management	3			Level 2 placement in English and Reading	
ECON 2100 Macroeconomics or ECON 2200 Microeconomics	3			Level 2 placement in English and Reading	
<b>Second 7-Week Session</b>					
BUSN 1350 Sales and Service	3			None	
ADMN 2390 Capstone Experience for APT or ADMN 2395 APT Internship	3			Completion of the following ADMN prerequisite courses required: ADMN 1305, ADMN 1308, ADMN 1310, ADMN 1311, ADMN 1313, and ADMN 2330	Spring Only  This course should be taken during the last term before graduation.
<b>Total Credit Hours</b>	<b>15</b>				
<b>Total A.A.S. Degree Credit Hours</b>	<b>60/61</b>				

## PROGRAM NOTES: