

## Associate of Applied Science Academic Degree Map Business Administrative Technology 2024-2025

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Systemwide General Education Program" following the degree requirements in the PCC Catalog. The courses approved for the AAS Institutionally Designated options are listed in the AAS degree requirements. The specific required math course depends on the area of study. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in two years. Missing milestones could delay your program. Consult with your advisor for more information.

<b>*Corequisite Course (if needed, must be taken with college level required course)</b>		
(ENG098 +ENG176), (MTH056 + MTH176), (MTH078 +MTH178), (MTH081 + MTH181)		
ENG098	Support for English Composition I	2 cr hrs
MTH056	Support for Contemporary Math	2 cr hrs
MTH078	Support for College Algebra	2 cr hrs
MTH081	Support for Elementary Statistics	2 cr hrs

<b>1<sup>ST</sup> SEMESTER</b>			<b>2<sup>ND</sup> SEMESTER</b>		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
ENG135 Writing for the Workplace or higher	3		*BUS264 Administrative Management	3	
*BUS158 Office Technology	3		*ACC177 Accounting I Or II	3	
BUS235 Microcomputer Off Apps I (AAS Institutionally Designated)	3		Arts & Humanities/Social Science	3	
*BUS178 Intro to Business	3		MTH126 Tech Math or higher	3	
*ACC111 Intro to Accounting Or *ACC177 Accounting I	3		Communication Discipline	3	
			*Area of Study	3	
TOTAL	15		TOTAL	18	
<b>3<sup>rd</sup> SEMESTER</b>			<b>4<sup>th</sup> SEMESTER</b>		
Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
*BUS234 Marketing	3		*BUS237 Business Management	3	
*ACC231 Computerized Acctg. OR OWE	3	Prereq of C or ↑ in ACC177	*ACC178 Accounting II or OWE	3	Prereq of C or ↑ in ACC177
*BUS201 Web Page Design	3		*BUS255 Microcomputer Office Apps II	3	Prereq BUS235
*BUS233 Business Law	3		*Area of Study	7	
*Area of Study	3				
TOTAL	15		TOTAL	16	
<b>DEGREE TOTAL: 64</b>					

**\*Area of Study Courses 13 hrs. required from the following:**

Course	Hrs	Milestones/Notes	Course	Hrs	Milestones/Notes
BUS150 Advertising	3		BUS276 Macroeconomics	3	
BUS157 Records Management	3		BUS277 Microeconomics	3	
BUS162 Intro to Word Processing	3		BUS249 Medical Terminology	3	
BUS176 Personal Finance	3		BUS254 Medical Office Procedures	3	
BUS 177 Human Relations	3		BUS250 Medical Transcription	3	
BUS218 Business Ethics	3		INT107 CompTIA A+ Essentials	3	
BUS243-246 OWE	1-4		INT109 Intro to Network Technology	3	
ACC232 Managerial Accounting	3		INT206 CompTIA A+ Practical Apps	3	
BUS237 Business Communication	3				