

Associate of Applied Science Academic Degree Map Business Administrative Technology 2025-2026

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 an area of study are designated to keep you on track to graduate in two years. Missing any of these could delay your program. Consult with your advisor for more information.

| *Corequisite Course (if needed, must be taken with college level required course) | | |
|--|-----------------------------------|----------|
| (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 |

| 1ST SEMESTER | | | 2ND SEMESTER | | |
|--|-----|-------------------------------------|---|-----|-------------------------------------|
| 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 ACC179 Financial Accounting | 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 | |
| 3rd SEMESTER | | | 4th SEMESTER | | |
| 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 \uparrow in ACC177 | *ACC232 Managerial Acctg or OWE | 3 | Prereq of C or \uparrow in ACC179 |
| *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 | |
| DEGREE TOTAL: 64 | | | | | |

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

| Course | Hrs | Milestones/Notes | Course | Hrs | Milestones/Notes |
|---------------------------------|-----|------------------|------------------------------------|-----|------------------|
| BUS150 Advertising | 3 | | BUS237 Business Communication | 3 | |
| BUS157 Records Management | 3 | | BUS276 Macroeconomics | 3 | |
| BUS162 Intro to Word Processing | 3 | | BUS277 Macroeconomics | 3 | |
| BUS176 Personal Finance | 3 | | BUS249 Medical Terminology | 3 | |
| BUS 177 Human Relations | 3 | | INT107 CompTIA A+ Essentials | 3 | |
| BUS218 Business Ethics | 3 | | INT109 Intro to Network Technology | 3 | |
| BUS243-246 OWE | 1-4 | | INT206 CompTIA A+ Practical Apps | 3 | |
| ACC232 Managerial Accounting | 3 | | | | |
| ACC179 Financial Accounting | 3 | | | | |