

Associate of Applied Science

AAS.ADSP
Fall 2008-Spring 2009

Applied Business Technology
College of Applied Technology and General Studies
UTB-TSC

Student _____ ID# _____ Date _____

E-mail _____ Signature _____

Academic or Faculty Advisor _____ Date _____

FIRST SEMESTER

		HRS	GR	SEM
POFT 1329	Beginning Keyboarding	3		
POFT 1301	Business English	3	†	
POFT 1313	Professional Development for Office Personnel	3		
ITSW 1301	Introduction to Word Processing*	3		
POFT 1309	Administrative Office Procedures	3		
POFT 1319	Records and Information Management I	3		

SECOND SEMESTER

ACNT 1403	Introduction to Accounting I	3-4	†	
POFT 1325	Business Math & Machine Applications			
	Humanities/Fine Arts Elective ¹	3		
POFI 2340	Advanced Word Processing	3		
ITNW 1337	Introduction to the Internet	3		
POFT 2312	Business Correspondence & Communications	3		

THIRD SEMESTER

ITSW 1304	Introduction to Spreadsheets	3		
ITSW 1307	Introduction to Database	3		
ITSW 1310	Introduction to Presentation Graphics Software	3		
SPCH 1315	Applied Communication	3		
ENGL 1301	Composition I	3	†	

FOURTH SEMESTER

POFI 2331	Desktop Publishing	3		
POFT 2380	Cooperative Education ² (Capstone)	3	†	
MATH 1314	College Algebra or MATH 1332 Math for Liberal Arts	3	†	
	Social/Behavioral Science Elective ³	3		
POFT 2331	Administrative Systems (Capstone)	3	†	
TOTAL CREDIT HOURS FOR GRADUATION		63-64		

Please review the requirements listed on this page. Once you have read them, please show your agreement by completing the signature portion at the top.

This degree is active for six(6) years from the Catalog year above. Non-completion may require updating to an active degree.

Developmental courses may be recommended based on test scores. All students must comply with Texas Success Initiatives (TSI) requirements.

† Grade of "C" or better is required for graduation.

¹ Humanities / Fine Arts Elective: ENGL 2332, ENGL 2333, ARTS 1301, ARTS 1303, MUSI 1306, MUSI 1308

² Co-op Prerequisite: Approval of Department Chair or Co-op Coordinator

³ Social / Behavioral Science Elective: ANTH 2351, BUSI 1301, ECON 2301, GEOG 1301, PSYC 2301, SOCI 1301, SOCI 2319, HIST 1301, HIST 1302, GOVT 2301, GOVT 2302.

* Keyboarding proficiency is required. Students may be advised to take Beginning Keyboarding (POFT 1329)