

**Associate of Applied Science**

AAS.BIST  
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**

		<b>HRS</b>	<b>GR</b>	<b>SEM</b>
COSC 1310	Computer Literacy	3		
IMED 1416	Web Design I	4		
ITSC 1421	Intermediate PC Operating Systems	4		
ITSC 1425	Personal Computer Hardware	4		
	Any CIS Elective	4		

**SECOND SEMESTER**

POFI 2340	Advanced Word Processing	3		
ITSW 1304	Introduction to Spreadsheets	3		
POFT 1325	Business Math and Machine Applications	3		
POFT 1301	Business English	3		
	Humanities/Fine Arts Elective <sup>1</sup>	3		

**THIRD SEMESTER**

SPCH 1315	Applied Communication	3		
ACNT 1403	Introduction to Accounting I	4		
ITSW 1307	Introduction to Database	3		
ITSW 1310	Introduction to Presentation Graphics Software	3		

**FOURTH SEMESTER**

ENGL 1301	Composition I	3	†	
MATH 1314	College Algebra or MATH 1332 Math for Liberal Arts	3	†	
POFT 2331	Administrative Systems (Capstone)	3	†	
	Social/Behavioral Science Elective <sup>2</sup>	3		
POFT 2380	Cooperative Education	3	†	
<b>TOTAL CREDIT HOURS FOR GRADUATION</b>		<b>62</b>		

**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.

<sup>1</sup> Humanities/Fine Arts Electives: ENGL 2332, ENGL 2333, ARTS 1301, ARTS 1303, MUSI 1306, MUSI 1308.

<sup>2</sup> 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.