

STUDENT NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

 DEGREE:  DIPLOMA: 

### Start Here: Program of Study: Diploma

Complete any required Learning Support courses. Then,

#### 1<sup>st</sup> Semester

	Completed
COMP 1000 – Introduction to Computers [3 hours]	<input type="checkbox"/>
BUSN 1440 – Document Production [4 hours]	<input type="checkbox"/>
BUSN 2160 – Electronic Mail [2 hours]	<input type="checkbox"/>
ENGL 1101 – (A.A.S. level. Enrollment is based on COMPASS test scores; diploma-level can be taken) [3 hours]	<input type="checkbox"/>

#### 2<sup>nd</sup> Semester

BUSN 1400 – Word Processing [4 hours]	<input type="checkbox"/>
BUSN 2190 – Business Document Proofreading & Editing [3 hours]	<input type="checkbox"/>
BUSN 1190 – Digital Technologies in Business [2 hours]	<input type="checkbox"/>
MATH 1111 – (A.A.S. level. Enrollment is based on COMPASS test scores; diploma-level can be taken) [3 hours]	<input type="checkbox"/>

Receive a: **Microsoft Word Application Professional TCC (MWA1)**

#### 3<sup>rd</sup> Semester

BUSN 1430 – Desktop Publishing and Presentation Applications [4 hours]	<input type="checkbox"/>
ACCT 1120 – Spreadsheet Applications [4hours]	<input type="checkbox"/>
BUSN 1240 – Office Procedures [3 hours]	<input type="checkbox"/>
ACCT 1100 – Financial Accounting I [4hours]	<input type="checkbox"/>

Receive a: **Microsoft Excel Application Professional TCC (ME51) & Administrative Support Assistant TCC (AS21)**

#### 4<sup>th</sup> Semester

BUSN 2210 – Applied Office Procedures (pre-req courses must be completed before registering for this course: BUSN 1240, BUSN 1400, ACCT 1120, and BUSN 1440). [3 hours]	<input type="checkbox"/>
PSYC 1101 – (A.A.S. level. Enrollment is based on COMPASS test scores; diploma-level can be taken) [3 hours]	<input type="checkbox"/>
Choose Two Guided Electives (ACCT 1115, ACCT 2145, BUSN 1100, BUSN 1250, BUSN 1420, BUSN 2230, MGMT 1100, MGMT 1120, MGMT 1125 or MKTG 1100) [3 or 4 hours]	<input type="checkbox"/>

**Petition for a Business Technology Diploma**

### Then, change Program of Study to: Associate of Applied Science

Complete the General Education Core:

	Completed
ENGL 1101 (if not complete in Diploma) [3 hours]	<input type="checkbox"/>
PSYC 1101 (if not completed in Diploma) [3 hours]	<input type="checkbox"/>
MATH 1111 (if not completed in Diploma) [3 hours]	<input type="checkbox"/>
HUMN 1101 (or another <b>Area IV</b> course) [3hours]	<input type="checkbox"/>
One additional course from Area I, Area II, Area III, or Area IV (such as ENGL 1102, SOCI 1101, ARTS 1101, POLS 1101) [3 hours]	<input type="checkbox"/>

#### Additional Program Required Courses

BUSN 1420 – Database Applications (if not completed in Diploma) [4 hours]	<input type="checkbox"/>
MGMT 1100 – Principles of Management (if not completed in Diploma) [3 hours]	<input type="checkbox"/>

#### Elective Courses

Choose Two Guided Electives:

ACCT 1115 – Computerized Accounting [3 hours]	<input type="checkbox"/>
Receive a: <b>Microsoft Office Application Professional TCC (MF41) after completion of ACCT 1115</b>	
ACCT 2145 – Personal Finance [3 hours]	<input type="checkbox"/>
BUSN 1100 – Introduction to Keyboarding [3 hours]	<input type="checkbox"/>
BUSN 1250 – Records Management [3 hours]	<input type="checkbox"/>
BUSN 2230 – Office Management [3 hours]	<input type="checkbox"/>
MGMT 1120 – Introduction to Business [3 hours]	<input type="checkbox"/>
MGMT 1125 – Business Ethics [3 hours]	<input type="checkbox"/>
MKTG 1100 – Principles of Marketing [3 hours]	<input type="checkbox"/>

### Petition for an Associate of Applied Science degree in Business Technology

This eMAP along with meeting regularly with your program advisor and using DegreeWorks will help you stay on track to finish your program as quickly as possible and graduate from CTC.