

2015-2016 (CER-BT, AAS-BST-BT) Business Technology (60 hours)

Last Name	First Name	Student T#	Date
SGASTDN: _____ SHADIPL _____	Requirements met? Yes No	TC Term _____	Degree GPA
Green Transcript: Yes No	Sub/Waive form? Yes No	Grad date _____	Honors (Circle applicable) CUM MAGNA SUMMA
SHATCMT _____ Green Course	Total earned hours _____	AAS Term _____	
		Grad date _____	

	Course#	Title	Offered	Grade	Term	Sub Course #	Sub Inst
Technical Certificate Requirements	BST 0903	Keyboarding (TC Only)					
	BST 1003 or ENGL 0303/1013	Bus. English or Found Comp/Comp I	F,S,S1				
	BST 1073	Accounting					
	BST 1303	Intro to Computers					
	BST 1013	Word Processing I					
	BST 1033	Admin. Support Procedures					
	BST 1043	Professional Communication					
	BST 1053	Spreadsheets					
	BST 2113	Word Processing II <i>(prerequisite: BST 1013)</i>					
	BST 2123	Computer Apps/Accounting <i>(prerequisite: BST 1073)</i>					
	BST 2133	Multimedia					
	TMAT 1103	Technical Math I (or higher math) <i>(must pass with a "C" or better)</i>					
Add'l AAS Requirements	BST 1303 or COMS 1003	Intro to Computers or Intro/Comp- Based Systems	All				
	ENGL 1013	Composition I <i>Must pass with a "C" or better</i>	All				
	ENGL 1023	Composition II <i>Must pass with a "C" or better</i>	All				
	TMAT 1203	Technical Math II (or higher Math)	All				
		Social Science elective	All				
	BST 1063	Legal Environment/Business	Sum I				
	BST 1083	Intro to Economics					
	BST 2143	Intro to Management					
	BST 2153	Database Management	Fall				
	BST 2163	Desktop Publishing <i>(prerequisite: BST 1303 or BUS 1013)</i>	Spring				
INT 2903	Internship <i>or approved elective</i>	Spring					
	3 hours	Approved Electives	Spring				

Pre-College Remediation (if required by -COMPASS, ACTE, or SAT scores)

	Course#	Title	Offered	Grade	Term	Sub Course #	Sub Inst
Remediation	TMAT 1103	Technical Math I <i>Must pass with a "C" or better</i>	If ACTE ≤16 or COMPASS≤28	EnterScore			
	READ 0103	College Reading <i>Must pass with a "C" or better</i>	If ACTE ≤18 or COMPASS≤82	EnterScore			
	ENGL 0303	Foundational Composition <i>Must pass with a "C" or better</i>	If ACTE ≤18 or COMPASS≤79	EnterScore			