

2011-2012**Administrative Office Professional Degree Requirement Tracking Worksheet**

The Business Department strongly recommends that courses and prerequisites be taken in the order listed on these worksheets. Taking courses out of sequence can cause difficulty with scheduling as you near the end of your program.

Name: _____

L#: _____

CREDITS	CRN	TERM	YEAR	GRADE	COURSE	PREREQUISITES COMPLETED
_____	_____	_____	_____	_____	BT 112 Team Building Skills	_____
_____	_____	_____	_____	_____	BT 120 MSWORD for Business	_____
_____	_____	_____	_____	_____	CS 120 Concepts of Computing: Information Processing	_____
_____	_____	_____	_____	_____	WR 121 Composition: Introduction to Academic Writing	_____
_____	_____	_____	_____	_____	BA 101 Introduction to Business	_____
_____	_____	_____	_____	_____	BT 123 MS EXCEL for Business	_____
_____	_____	_____	_____	_____	BT 165 Introduction to the Accounting Cycle	_____
_____	_____	_____	_____	_____	MTH 065 Elementary Algebra or higher	_____
_____	_____	_____	_____	_____	BT 195 Professional Service and Development	_____
_____	_____	_____	_____	_____	BA 206 Management Fundamentals	_____
_____	_____	_____	_____	_____	BA 214 Business Communications	_____
_____	_____	_____	_____	_____	BT 144 Administrative Procedures	_____
_____	_____	_____	_____	_____	BT 163 QuickBooks	_____
_____	_____	_____	_____	_____	BA 224 Human Resource Management	_____
_____	_____	_____	_____	_____	BT 220 MSWORD for Business – Expert	_____
_____	_____	_____	_____	_____	BA 226 Business Law	_____
_____	_____	_____	_____	_____	BT 228 Integrated Office Applications	_____
_____	_____	_____	_____	_____	BT 230 Paperless Office Practices	_____
_____	_____	_____	_____	_____	BA 278 Leadership and Team Dynamics	_____
_____	_____	_____	_____	_____	BA 280AA Cooperative Education: Admin Assist	_____
_____	_____	_____	_____	_____	BT 271 Administrative Professional Practicum	_____
_____	_____	_____	_____	_____	Physical Education Activity or Health Requirement	_____
_____	_____	_____	_____	_____	Physical Education Activity or Health Requirement	_____
_____	_____	_____	_____	_____	Physical Education Activity or Health Requirement	_____
_____	_____	_____	_____	_____	Speech Requirement	_____

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CREDITS	CRN	TERM	YEAR	GRADE	COURSE	PREREQUISITES COMPLETED
					Accounting Directed Electives	
					BT 170 Payroll Records and Accounting	
					BT 171 Payroll Laws and Regulations	
					BT 221 Budgeting for Managers	
					BT 223 MS EXCEL for Business – Expert	
					E-Business Directed Electives	
					BT 150 BusinessWeb Pages	
					BT 251 E-Business Fundamentals	
					BT 252 WebTools: Photoshop and Dreamweaver	
					BT 253 Internet Marketing D,G	
					Legal Office Directed Electives	
					BA 280L Co-op Ed: Legal Assist	
					LA 100 Legal Procedures	
					LA 101 Introduction to Paralegal Studies	
					LA 102 LegalTerminology	
					LA 105 Civil Litigation	
					LA 128 Legal Procedures	
					LA 132 Ethics for the Legal Professional	
					Medical Office Directed Electives	
					HIT 196 MedicalTranscription	
					HO 100 MedicalTerminology	
					HO 110 Medical Filing and Records Mgmt	
					HO 112 Medical Insurance Procedures	
					HO 195 MedicalTranscription 1	

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CREDITS	CRN	TERM	YEAR	GRADE	COURSE	PREREQUISITES COMPLETED
					Additional Electives	
					BA 281 Personal Finance	
					BA 223 Marketing	
					BA 250 Small Business Management	
					BA 280AA Cooperative Education: Admin Assist	
					BA 280L Cooperative Education: Legal Assist	
					BT 015 Keyboard Skillbuilding 1	
					BT 016 Keyboard Skillbuilding 2	
					BT 017 Keyboard Skillbuilding 3	
					BT 122 MS POWERPOINT for Business	
					BT 124 MS ACCESS for Business	