

NAME \_\_\_\_\_

BCC Student ID# B00 \_\_\_\_\_

AAS in Office Administration  
BTOAMatriculation Fall 2015 to Present  
64 Credits Needed for Degree

English/Reading courses required as a result of placement assessment		LTR092 Academic Literary
		ENG 110S College Writing I Enhanced
Preparatory Math courses needed for major. Based on placement assessment/high school transcript:		

C	T	Recommended 1 <sup>st</sup> Semester:		Cr.	
		BIT100	Keyboarding	3	
		BIT110	Business English	3	
		BUS 112	Quantitative Business Methods	3	
		ENG110 or ENG107	College Writing I	3	
		BIT 108	BIT108 Intro to PC & Windows (5 week course)	1	
		BIT105	BIT105 First Year Experience (5 week course)	1	
		BIT106	BIT106 Electronic Portfolios (5 week course)	1	
IP	C	T	Recommended 2 <sup>nd</sup> Semester:		Cr.
			ENG 111 or ENG108	College Writing II	3
			BIT130	Word Processing	3
			BIT140W or BIT280	Business Communications or Office Administration	3
			Liberal Arts Elective	Liberals Arts Elective	3
			BIT260	Intro to Database Management	3
				Natural Lab Science Elective	3
IP	C	T	Recommended 3 <sup>rd</sup> Semester:		Cr.
			BIT104	Keyboarding/Skill Building	1
			BIT200	Spreadsheets with Business Applications	3
			BIT255	Business Integrated Office Applications	3
			BIT270w	Personal and Professional Development	3
			BUS/BIT Elective	BUS108 Accounting for a Service Business Recommended	3
				Social Science Elective (Civic Education)	3
IP	C	T	Recommended 4 <sup>th</sup> Semester:		CR.
			BIT275	Advanced Business Communications	3
			BIT280 or BIT140w	Office Administration or Business Communications	3
			BIT/BUS 297	Internship	3
				Social Science Elective	3
				Math or Science Elective	3

## Advising Notes

- Use this Advisement Plan as a guide only. All students are responsible for reviewing their personal Degree Evaluation in MyCollege (under Student Records) to verify graduation requirements. Run and review your Degree Evaluation before and after course registration every semester. If you have questions on your Degree Evaluation, please see your advisor.
- Students should follow up with their advisor if they have questions on graduation requirements.
- Quantitative Business Methods – recommend one year of high school math or equivalent. Students may need to take MAT090. Consult with advisor.
- English Language Learners will take ENG107 instead of ENG110 and ENG108 instead of ENG111.
- BIT105, 106 and 108 recommended to take in the student's first semester.
- Liberal Arts Elective – Choose from ENG, SPK, HUM, LIT, PHI, PSY, SOC, SOS, POS, ECO, ANT, HIS, GEO, SPA, FRE, GER, ITA, ARA, RUS or MAT.
- Natural Lab Science – choose any 3-4 Natural Science (with lab). Search by selecting the Gen Ed Natural Science Attribute on the course search screen.
- BUS/BIT Elective – recommend BUS108 or any other BIT or BUS course based on career interests. Consult with advisor.
- Social Science Elective (Civic Education) – choose from HIS130, HIS131, POS201, POS204, SOC110, SOC111, SOS101, SOS111, SOS120, SOS155, ECO110 or ECO111.
- BIT/BUS297 – Internship (see your advisor for more information)
- Social Science Elective – Choose from any HIS, SOS, ANT, GEO, SOC, PSY, ECO, SOC, ECO, POS.
- Math or Science Elective – Choose any MAT or natural science course. Recommend MAT109, MAT113, MAT115, MAT124, BIO101, BIO121 or any Natural Lab Science noted above.

Any and all substitutions need to be approved in writing (appear on your Degree Evaluation) in advance by the Chair of Business Information Technology.