2011-2012 Curriculum Check Sheet **AAS-AT** **Department of Applied Technology**

Concentration:_____

Name _____

Phone _____

Student ID _____

Anticipated Grad. Date _____ Transferred from: _____

Associate of Applied Science
in Administration Technology

I. Liberal Education Skills (9 hrs)	Credits CU	Trans	Transfer From?	Grade
ENG 111: Writing II	3			
CIS 217: Application of Microcomputers	3			

II. Liberal Knowledge (9 hrs)

A. Physical and Biological Sciences (3 hrs)

	3			

*Select from one of the following areas: Biology, Chemistry, Earth Science, Math, Physical Sci, Physics

B. Social and Behavior Sciences (3 hrs)

	3			

*Select from one of the following areas: Anthropology, Economics, Geography, History, Pol.Sci, Psych, Soc.

C. Arts and Humanities (3 hrs)

	3			

*Select from one of the following areas: Art, Eng Language & Lit, Humanities, Foreign Language, Music, Pil, Speech

General Education Elective (3 hrs)

III. Health & Personal Performance (2 hrs)

HPE 111: Health & Wellness	2			

Total General Education Hours	**20**	

Advisement Notes:	
Date	Conversation/Notes

IV. Industrial Technology Major (12 hrs)	Credits CU	Trans	Transfer From?	Grade
MGMT 120: Introduction to Business	3			
MGMT 210: Entrepreneurship & Small Business Mgmt	3			
Business Elective	3			
Business Elective	3			

Total Administration Technology Major Hours	**12**	

V. AT 299: Administration Field Training (12-30 hrs)

Microsoft Certified Application Specialist	6			

Total Administration Training Hours	**28**	

Semester Hour Summary	CU	Trans	Total Hours
I. Liberal Skills			
II. Liberal Knowledge			
III. Health & Personal Performance			
IV. Administration Technology Major			
V. Administration Field Training			
TOTAL PROGRAM HOURS			**60**

Submitted By:

Student Signature	Date
Approved Advisor & Department Chair	Date
Approved Executive Dean, Venango Campus	Date
Approved Technical Training Partner	Date