Curriculum Check Sheet

Dept. of Management & Marketing

Name _____

Phone _____

Student ID _____

Anticipated Grad. Date _____ Transferred from: _____

Associate of Applied Science
in Administrative Technology

Area of Technical Emphasis:

GENERAL EDUCATION AND INDUSTRIAL TECHNOLOGY COURSES MUST BE COMPLETED PRIOR TO FIELD TRAINING UNLESS APPROVED BY THE PROGRAM DIRECTOR

I. Liberal Education Skills (9 hrs)		Credits CU	Trans	Transfer From?	Grade
CIS 217	Application of Microcomp	3			
ENG 111	College Writing II	3			
MATH 110	Intermediate Algebra **OR**	3			
MATH 112	Excursions Math **OR**				
MATH 131	Applied Finite Math				
Business Communication Skills	(3 hrs)				
COM 113	Public Speaking **OR**	3			
COM 200	Interpersonal Communication **OR**				
ENGL 371	Workplace Writing				

II. Liberal Knowledge (9 hrs)

A. Physical and Biological Sciences	(3 hrs)				
PHSC 112	Basic Physical Science **OR**	3			
PHSC 117	Explor Phy Sci: Phs & Astron **OR**				
PH 251	General Physics				

Ph 251 is more difficult than either PHSC 112 or 117. Only students who have completed MATH 131 and consulted with their advisor should enroll in PH 251.

B. Social and Behavior Sciences	(3 hrs)				
ECON 211	Prin of Macroeconomics	3			

III. General Education Elective (3 hrs)

MGMT 120	Intro to Business	3			
Total General Education Hours		21	0	**21**	

IV. Industrial Technology Major (12 hrs)		Credits CU	Trans	Transfer From?	Grade
ACTG 251	Financial Accounting	3			
MGMT 320	Management Theory & Practice	3			
LEGL 240	Legal Environment of Business	3			
Select one of:		3			
APT 250					
ACTG 252					
MGMT 300 +					
MKTG 360					
Total Industrial Technology Major Hours		12	0	**12**	

V. Applied Technology Field Training (30 -36 credit hours required)					
APT 299	Applied Technology Field Training				
APT 399	Advanced Technology Field Training				
Total Applied Technology Field Training Hours		0	0	**0**	

Semester Hour Summary	**CU**	**Trans**	**Total Hours**
I. Liberal Skills			
II. Liberal Knowledge			
III. Health & Personal Performance			
IV. Industrial Technology Major			
V. Applied Technology Field Training			
TOTAL PROGRAM HOURS			**63 to 69**

Advisement Notes:	
Date	

Submitted By:

Student Signature Date

Approved Advisor & Department Chair Date

Approved Executive Dean, Venango Campus Date

Submitted Spring 2018, Effective Fall 2018