

The Associate of Applied Science is awarded to students who satisfy the following requirements:

Courses	Cr.	Qtr.	Gr.
<b>Communication Skills</b>			
WR 121 English Composition			
<b>Oral Communications</b>			
BA 214 Business Comm. <b>Or</b> SP 219 Small Group Discussion			
<b>Computation Skills</b>			
BA 104 Business Math or higher			
<b>Human Relations Skills</b>			
BA 204 Teamwork Dynamics			
<b>Year 1</b>			
<b>Fall:</b>			
WR 121 English Composition	4		
BA 131 Intro to Bus. Computing	4		
OA 116 Office Procedures	3		
OA 120 Business Editing	3		
Elective	2-3		
<b>Winter:</b>			
BA 101 Intro. To Business	4		
SP 219 Small Group Discussion <b>or</b> BA 214 Business Comm.	3		
BT 221 Word Processing I	3		
BT 105 Presentation Apps	1		
BT 210 Email & Productivity App	2		
Elective	3		
<b>Spring:</b>			
BA 204 Teamwork Dynamics	3		
BA 206 Principles of Management	3		
BT 222 Word Processing II	3		
BT 232 Spreadsheet Applications	4		
Elective	3		
<b>Year 2</b>			
<b>Fall:</b>			
BA 104 Business Math or higher	4		
BA 226 Business Law I	3		
BT 251 Computer Assist Acct I	3		
BT 242 Database Applications	4		
<b>Winter:</b>			
BA 211 Principles of Financial Acct	4		
BA 227 Business Law II	3		
BA 255 Personnel Supervision	3		
OA 220 Advanced Document Prod	3		
<b>Spring:</b>			

- Students must complete a minimum of 90-91 quarter credits with a grade point average of at least 2.0 in order to graduate with an AAS
- An application for graduation must be filled out one term in advance of final term.

Recommended Electives:

BA 214	Business Communications	3-credits
BA218	Personal Finance	3-credits
BA223	Principles of Marketing	3-credits
BA203	International Business	3-credits
SP 219	Small Group Discussion	3-credits

- Career Pathway in:

**Office Assistant - (17) credits:**

BA 211	Principles of Financial Accounting	4
BA 131	Intro to Business Computing	4
OA 116	Office Procedures	3
BA 204	Teamwork Dynamics	3
BT 221	Word Processing I	3

# Treasure Valley

## Community College

### Advising Worksheet

## Business Office - Administration

Associate of Applied Science (Major Code 2196)

OA 240 Records Management	3			
BA 213 Principles of Managerial Acct or BT 252 Comp Assist Acct II	4/3			
OA 251 Office Management/ Capstone	3			
OA 280 Co Op Work Experience	2			
BT 290 Integrated Office Apps	3			
Total Credits:	(90- 91)			