

Catalog Year 2025-2026

AAS, Administrative Management Technology

(For internal use only) oxtimes No change

☐ UCC proposal

A Major Academic Plan (MAP) is one way to complete a degree in a set number of semesters. The example below is only one strategy. Actual plans for individual students will vary based on advisor recommendations and academic needs. Official Program Requirements including Major, General Education, Electives, and university requirements (see pg.2) are based on Catalog Year.

Course Subject and Title	Cr.	Min. Grade	*GE, UU or UM	**Sem. Offered	Prerequisite	Co-Requisite
Semester One						
BT 1111: Applied Business Principles	3	C-		F, S	Minimum score of 14 on ALEKS or equivalent	
BT 1116: Professional Leadership Development	1	C-		F, S		
BT 1117: Successful Workplace Communications	3	C-		F, S		
BT 1120: Introduction to Financial Accounting	3	C-		F, S		
BT 1144: Business Document Processing	3	C-		D	Typing speed of 25 nwpm recommended	
BT 1170: Computer Literacy and Business Software	3	C-		F, S		
Total	16					
Semester Two	•	•				
BT 1123: Financial Business Applications	3	C-		F, S		
BT 1124: Computerized Accounting	3	C-		F, S	Typing speed of 25 nwpm recommended	
BT 1175: Harnessing Digital Data Using Spreadsheets and Databases	3	C-		D	Typing speed of 25 nwpm recommended	
BT 1180: Digital Communications: Foundations	3	C-		D	BT 1170 or instructor permission	BT 1170 or instructor permission
BT 1181: Digital Communications: Implementation	3	C-		D	BT 1180 or instructor permission	BT 1180 or instructor permission
Total	15				·	·
Semester Three		•	,			•
GE Objective 1: ENGL 1101 Writing and Rhetoric I	3	D-	GE	F, S, Su	Appropriate placement score	
BT 1115: Practicum	2	S/U		F, S, Su		
BT 1135: Employees and HR Principles	3	C-		F, S	BT 1111, 1117	BT 1111, 1117
BT 1145: Integrated Computer Applications	3	C-		D	BT 1144, 1170, 1175, or instructor permission	
BT Elective [¥] – must be from approved/recommended list	3	C-		F, S		
Total	14					
Semester Four						
GE Objective 2: COMM 1101 Fundamentals of Oral Comm	3	D-	GE	F, S		
GE Objective 3: MGT 2216 Business Statistics	3	D-	GE	F, S	ENGL 1101/P AND MATH 1108 or MGT 1116 or TGE 1140	
GE Objective 6: Any	3	D-	GE			
Elective GE: Any Objective Not Previously Applied	3	D-	GE			
MGT 2261: Legal Environment of Organizations	3	C-		F, S	Sophomore standing	
Total	15					

^{**}See Course Schedule section of Course Policies page in the e-catalog (or input F, S, Su, etc.)

AAS, Administrative Management Technology			Page 2	
2025-2026 Major Requirements	CR	GENERAL EDUCATION OBJECTIVES	15 cr.	
<u> </u>		Satisfy Objectives 1,2,3,4,5,6 (7 or 8) and 9	min	
MAJOR REQUIREMENTS	45	1. Written English (3 cr. min) ENGL 1101	3	
BT 1111: Applied Business Principles	3			
BT 1115: Practicum	2	2. Spoken English (3 cr. min) COMM 1101	3	
BT 1116: Professional Leadership Development	1	3. Mathematics (3 cr. min) MGT 2216 (recommended)	3	
BT 1117: Successful Workplace Communications	3	4. Humanities, Fine Arts, Foreign Lang.	1	
BT 1120: Introduction to Financial Accounting	3			
BT 1123: Financial Business Applications	3			
BT 1124: Computerized Accounting	3	5. Natural Sciences	1	
BT 1135: Employees and HR Principles	3			
BT 1144: Business Document Processing	3			
BT 1145: Integrated Computer Applications	3			
BT 1170: Computer Literacy and Business Software	3	6. Behavioral and Social Science		
BT 1175: Harnessing Digital Data Using Spreadsheets and	3	Any	3	
Databases				
BT 1180: Digital Communications: Foundations	3	One Course from EITHER Objective 7 OR 8	1	
BT 1181: Digital Communications: Implementation	3	7. Critical Thinking		
MGT 2261: Legal Environment of Organizations	3	8. Information Literacy		
YPT Flootius annualised fractions and adjacenses	3	9. Cultural Diversity		
*BT Electives approved/recommended courses CMP 2231: Introduction to Graphic Design	3	General Education Elective to reach 36 cr. min.		
ECON 2201: Principles of Macroeconomics		Any	3	
ECON 2202: Principles of Microeconomics		Total GE	15	
FCS 4470: Consumer Economics		Undergraduate Catalog and GE Objectives by Catalog Year	13	
FIN 1115: Personal Finance		http://coursecat.isu.edu/undergraduate/programs/		
		MAP Credit Summary	CR	
		Major	45	
		General Education	15	
		Upper Division Free Electives to reach 36 credits	0	
		Free Electives to reach 120 credits	0	
		TOTAL	60	
		Graduation Requirement Minimum Credit Checklist	Confirmed	
		Minimum 36 cr. General Education Objectives (15 cr. AAS)	Х	
		Minimum 15 cr. Upper Division in Major (0 cr. Associate)	Х	
		Minimum 36 cr. Upper Division Overall (0 cr. Associate)	Х	
		Minimum of 120 cr. Total (60 cr. Associate)	Х	
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Advising Notes		MAP Completion Status (for internal use only)		
Additioning Hotes		Date		
		Date		
		CAA or COT: INV 00/42/2025		
		CAA or COT: JW 08/12/2025		
		Complete College American Momentum Year		
		Math and English course in first year-Specific GE MATH course in		
		9 credits in the Major area in first year		
		15 credits each semester (or 30 in academic year)		
		Milestone courses		