

Catalog Year 2025-2026

ITC, Administrative Technology

(For internal use only)

 \square 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	S/U		F, S		
BT 1117: Successful Workplace Development	3	C-		F, S		
BT 1120: Introduction to Financial Accounting	3	C-		F, S		
BT 1135: Employees and HR Principles	3	C-		F, S	BT 1111, 1117	BT 1111, 1117
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	19					
Semester Two						
BT 1121: Accounting Applications	3	C-		S	BT 1120, 1123	BT 1123
BT 1122: Payroll Procedures	3	C-		S	BT 1123	BT 1123
BT 1123: Financial Business Applications	3	C-		F, S		
BT 1124: Computerized Accounting	3	C-		F, S		
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	BT 1170
BT 1181: Digital Communications: Implementation	3	C-		D	BT 1180 or instructor permission	BT 1180
Total	21					

^{*}GE=General Education Objective, UU=Upper Division University, UM= Upper Division Major

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

2025-2026 Major Requirements		GENERAL EDUCATION OB.	0 cr.			
		Satisfy Objectives 1,2,3,4,	min			
MAJOR REQUIREMENTS		1. Written English				
BT 1111: Applied Business Principles		2 Cooken Fredish				
BT 1116: Professional Leadership Development BT 1117: Successful Workplace Communications		2. Spoken English 3. Mathematics				
•						
BT 1120: Introduction to Financial Accounting		4. Humanities, Fine Arts, Fore	eign Lang.			
BT 1121: Accounting Applications						
BT 1122: Payroll Procedures						
BT 1123: Financial Business Applications	3	5. Natural Sciences				
BT 1124: Computerized Accounting	3					
BT 1135: Employees and HR Principles	3					
BT 1144: Business Document Processing	3					
BT 1170: Computer Literacy and Business Software	3	6. Behavioral and Social Scien	ice			
BT 1175: Harnessing Digital Data Using Spreadsheets and	3					
Databases						
BT 1180: Digital Communications: Foundations	3	One Course from EITHER Objective 7 OR 8				
BT 1181: Digital Communications: Implementation	3	7. Critical Thinking				
		8. Information Literacy				
		9. Cultural Diversity				
		Consul Education Floation to see the 2C on sein				
		General Education Elective to reach 36 cr. min.				
			Total GE	0		
		Undergraduate Catalog and G		U		
		http://coursecat.isu.edu/undergr				
		, , ,	,, 3 ,			
		MAP Credit Summary Major				
				CR		
				40		
		General Education		0		
		Upper Division Free Electives to reach 36 credits Free Electives to reach 120 credits TOTAL				
		TOTAL 40				
		1				
		Graduation Requirement Minimum Credit Checklist Confirmed				
		Minimum 36 cr. General Education Objectives (15 cr. AAS)				
		Minimum 15 cr. Upper Division in Major (0 cr. Associate)				
		Minimum 36 cr. Upper Division Overall (0 cr. Associate)				
			of 120 cr. Total (60 cr. Associate)			
		Willimitati of 120 cf. Total (00	ci. Associate)			
A desiring Blokes		MAR Completion Status (f	for internal use only)			
Advising Notes		MAP Completion Status (for internal use only)				
			Date			
			NV 00 /40 /000=			
		CAA or COT:	JW 08/12/2025			
		Complete College America	an Momentum Year			
		Math and English course in first year-Specific GE MATH course identified				
	9 credits in the Major area in first year					
		15 credits each semester (or 30 in academic year)				
		Milestone courses				