



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.)

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