Indiana University Southeast – Degree Checksheet
Bachelor of Applied Science (BAS) for students with an Associate of Applied Science in Office Administration and via distance (AAS)

NAME: _____ STUDENT ID #: _____

MAJOR: _____ DATE: _____ PHONE #: _____

Expected Graduation date: ___May   ___August   ___December   Year: _____

Credits	Course	Completed	In Progress	To Be Done
1	First Year Seminar	'IVYT 1XX	'	'
General Education Requirements (30 credits)				
Written Communication:				
3	ENG-W 131or Honors H103 (C or better)	'ENGL 111	'	'
3	Written Communication II	'	'	'X
Oral Communication:				
3	SPCH-S 121 or Honors H104	'COMM 101	'	'
Quantitative Reasoning:				
3	M110 or higher	'MATH 118 OR M123	'	'
Reasoning About Ethical Questions or Diversity:				
3	Any approved course	'	'	'X
Central Issues, Ideas & Methods of Inquiry: Arts/Humanities				
3	*Any approved arts or humanities course	'	'	'X
Central Issues, Ideas & Methods of Inquiry: Natural/Physical Sciences				
5	*Any approved course w/lab	'XXXX-XXX (LI/PHYS)	'	'
Central Issues, Ideas & Methods of Inquiry: Social/Behavioral Sciences				
3	Any approved course	'	'	'X
Additional Course in Either Arts/Humanities or Social/Behavior:				
3	*Any approved A/H or S/B course	'HUM/SOC BEH.	'	'
Bachelor of Applied Science Core Requirements (18 credits)				
3	(Skills in Accounting and Bookkeeping) BUS-A 200, BUS-A 201 or A202	'ACCT 101	'	'
3	(Survey of Economics Issues & Problems) ECON-E 101, E103, E104, BUS-G 300 or POLS-Y 359	'ECON 101	'	'X
3	(Legal, ethical, social, and/or international topics) BUS-J 404, D301, POLS-Y 379, Y380, Y403, PHIL-P306, P393, HIST-B 391, G369, G385, G387 or G410	'	'	'X
3	(Managing & Behavior in Organizations) BUS-Z 300, Z301, Z302, Z440, W301, POLS-Y 358 or Y387	'	'	'X
3	(Introduction to Marketing) BUS-M 300 or M301	'	'	'X
3	(Cross-Cultural Communication) CMCL-C 427, C440, SPCH-S 427, C380 or S440	'	'	'X
BAS Track Requirements (12 credits)				
3	300/400 level from approved list	'	'	'X
3	300/400 level from approved list	'	'	'X
3	300/400 level from approved list	'	'	'X
3	300/400 level from approved list	'	'	'X
BAS Elective Requirements (60 credits)				
3	ANY LEVEL	'OFAD 103	'	'
3	ANY LEVEL	'OFAD 116	'	'
3	ANY LEVEL	'OFAD 119	'	'
3	ANY LEVEL	'XXXX XXX (OA SWE)	'	'

3	ANY LEVEL	'OFAD 121	'	'
3	ANY LEVEL	'OFAD 216	'	'
3	ANY LEVEL	'OFAD 218	'	'
3	ANY LEVEL	'XXXX XXX (OA SWE)	'	'
3	ANY LEVEL	'XXXX XXX (OA SWE)	'	'
3	ANY LEVEL	'BUSN 101A	'	'
3	ANY LEVEL	'OFAD 222	'	'
3	ANY LEVEL	'OFAD 221	'	'
3	ANY LEVEL	'CRIM 260	'	'
1	ANY LEVEL	'OFAD 279	'	'
2	ANY LEVEL	'	'	'X
3	ANY LEVEL	'	'	'X
3	ANY LEVEL	'	'	'X
3	ANY LEVEL	'	'	'X
3	ANY LEVEL	'	'	'X
3	300/400 LEVEL ELECTIVE	'	'	'X
3	300/400 LEVEL ELECTIVE	'	'	'X