

Name \_\_\_\_\_

ID # \_\_\_\_\_

**2018-2019 BUSINESS ADMINISTRATION - General Option (BUS6)**  
**Associate of Applied Science Degree**  
**Education Plan**

*Grades of "C" or better are required in all "Core Curriculum" and "Program Requirements" courses.  
 Program Requirements may not be duplicated for completion of multiple Business Administration AAS degree options.*

**Placement Classes**

English (COM)

095 097 101 110 TRANSFER

Mathematics (MAT)

051 071 115 TRANSFER

Reading (COM)

050 070 N/A

**CORE CURRICULUM**

| Grade            | Semester | Course # | Course Name  | Cr Hr     |
|------------------|----------|----------|--|-----------|
| _____            | _____    | ACC 103  | Accounting Principles I                            | 3         |
| _____            | _____    | ACC 104  | Accounting Principles II                           | 3         |
| _____            | _____    | ACC 110  | Payroll and Automated Accounting                   | 3         |
| _____            | _____    | BUS 122  | Advanced Microsoft Excel                           | 3         |
| _____            | _____    | BUS 150  | Business Principles                                | 3         |
| _____            | _____    | BUS 162  | Business Law                                       | 3         |
| _____            | _____    | BUS 170  | Principles of Macroeconomics                       | 3         |
| _____            | _____    | BUS 172  | Principles of Microeconomics                       | 3         |
| _____            | _____    | BUS 211  | Management   | 3         |
| _____            | _____    | BUS 223  | Advanced Microsoft Access                          | 3         |
| _____            | _____    | BUS 260  | Project Management                                 | 3         |
| _____            | _____    | COM 102  | English Composition II: Writing the Research Paper | 3         |
| <b>SUB-TOTAL</b> |          |          |  | <b>36</b> |

**PROGRAM REQUIREMENTS**

|                                       |       |         |                                  |              |
|---------------------------------------|-------|---------|----------------------------------|--------------|
| _____                                 | _____ | BUS 115 | Advanced Microsoft Word          | 2            |
| Choose four of the following courses: |       |         |                                  |              |
| _____                                 | _____ | ACC 208 | Intermediate Accounting          | 3            |
| _____                                 | _____ | ACC 212 | Income Tax                       | 3            |
| _____                                 | _____ | ACC 265 | Managerial Accounting            | 3            |
| _____                                 | _____ | ACC 295 | Fund and Governmental Accounting | 3            |
| _____                                 | _____ | BUS 140 | Internship                       | 4            |
| _____                                 | _____ | BUS 176 | Marketing                        | 3            |
| _____                                 | _____ | BUS 230 | Business Finance                 | 3            |
| _____                                 | _____ | BUS 290 | Essentials of Entrepreneurship   | 3            |
| _____                                 | _____ | CPP 237 | Internet Programming             | 3            |
| <b>SUB-TOTAL</b>                      |       |         |                                  | <b>14-15</b> |

**GENERAL EDUCATION REQUIREMENTS**

|                  |       |         |   |           |
|------------------|-------|---------|---|-----------|
| _____            | _____ | COM 101 | English Composition or COM 110 Honors Composition   | 3         |
| _____            | _____ | COM 111 | Oral Communications or COM 121 Public Speaking  | 3         |
| _____            | _____ | CPP 102 | Advanced Microcomputer Usage  | 3         |
| _____            | _____ | MAT 115 | College Algebra or MAT 118 Survey of College Mathematics  | 3         |
| _____            | _____ | PHY 100 | Physical Science w/Lab or PHY 101/102 College Physics/Lab or<br>PHY 103/104 Environmental Science/Lab or ASC 104 Human Anatomy & Physiology w/Lab I or<br>ASC 106 Human Anatomy & Physiology w/Lab II | 4         |
| _____            | _____ | PSC 101 | American Government or HST 105 Am. History to 1877 or HST 110 Am. History from 1877   | 3         |
| <b>SUB-TOTAL</b> |       |         |   | <b>19</b> |

**GRADUATION REQUIREMENTS**

|                      |       |         |                       |              |
|----------------------|-------|---------|-----------------------|--------------|
| _____                | _____ | COM 125 | Job Search Strategies | 1            |
| <b>SUB-TOTAL</b>     |       |         |                       | <b>1</b>     |
| <b>PROGRAM TOTAL</b> |       |         |                       | <b>70-71</b> |

**Pre-requisite Classes - if applicable**

|       |       |         |                      |       |       |         |                             |
|-------|-------|---------|----------------------|-------|-------|---------|-----------------------------|
| _____ | _____ | COM 050 | Reading Fundamentals | _____ | _____ | COM 070 | College Reading Preparation |
| _____ | _____ | COM 095 | Basic Writing        | _____ | _____ | COM 097 | Intermediate Writing        |
| _____ | _____ | MAT 051 | Introductory Algebra | _____ | _____ | MAT 071 | Intermediate Algebra        |

I understand this education plan is the list of courses (not including pre-requisite courses) I must pass in order to earn the degree/certificate I'm pursuing. It is my responsibility, with the assistance of my advisor, to ensure I have enrolled in and appropriately passed all courses required for graduation. Any degree exceptions will be agreed upon by my Department Chair, the Dean or Associate Dean of Instruction, and me and submitted to the Registrar on the Degree Exception form. I am responsible for knowing the graduation requirements for my program as they are listed in the catalog.

**Student Signature / Date:** \_\_\_\_\_ **Advisor Signature / Date:** \_\_\_\_\_

The signed original of this form should be submitted to the Academic Records Office upon initial enrollment, and copies should be kept by the student and advisor.

Sample Course of Study for the  
Business Administration - General Option  
Associate of Applied Science Degree

|  |  |                        |
|--|--|------------------------|
| <u>1<sup>st</sup> Fall Semester</u>          |  | <u>20 hours</u>        |
| ACC 103                                      | Accounting Principles I                            | 3                      |
| BUS 150                                      | Business Principles                                | 3                      |
| BUS 170                                      | Principles of Macroeconomics                       | 3                      |
| CPP 102                                      | Advanced Microcomputer Usage                       | 3                      |
| MAT 051*                                     | Introductory Algebra (1 <sup>st</sup> 8 weeks)     | 4                      |
| MAT 071*                                     | Intermediate Algebra (2 <sup>nd</sup> 8 weeks)     | 4                      |
| <br><u>1<sup>st</sup> Spring Semester</u>    |  | <br><u>19 hours</u>    |
| ACC 104                                      | Accounting Principles II                           | 3                      |
| ACC 110                                      | Payroll and Automated Accounting                   | 3                      |
| BUS 122                                      | Advanced Microsoft Excel                           | 3                      |
| BUS 211                                      | Management   | 3                      |
| COM 101                                      | English Composition                                | 3                      |
| COM 125                                      | Job Search Strategies                              | 1                      |
| Math General Education Requirement           |  | 3                      |
| <br><u>2<sup>nd</sup> Fall Semester</u>      |  | <br><u>21-22 hours</u> |
| ACC/BUS/ CPP                                 | Elective   | 3-4                    |
| ACC/BUS/ CPP                                 | Elective   | 3-4                    |
| BUS 162                                      | Business Law                                       | 3                      |
| BUS 172                                      | Principles of Microeconomics                       | 3                      |
| COM 102                                      | English Composition II: Writing the Research Paper | 3                      |
| COM 111                                      | Oral Communications                                | 3                      |
| Social Science General Education Requirement |  | 3                      |
| <br><u>2<sup>nd</sup> Spring Semester</u>    |  | <br><u>18-19 hours</u> |
| ACC/BUS/ CPP                                 | Elective   | 3-4                    |
| ACC/BUS/ CPP                                 | Elective   | 3-4                    |
| BUS 115                                      | Advanced Microsoft Word                            | 2                      |
| BUS 223                                      | Advanced Microsoft Access                          | 3                      |
| BUS 260                                      | Project Management                                 | 3                      |
| Science General Education Requirement        |  | 4                      |

\*You may test into a higher math class based on your placement score.

Please read the course descriptions in our catalog on the State Tech website to check for additional pre-requisites for these classes.

You should apply for graduation during your 2<sup>nd</sup> Fall semester of classes.