

Name \_\_\_\_\_

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

**2018-2019 BUSINESS ADMINISTRATION – Technical Specialty Option (BUS7)**  
**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**

_____	_____	Elective	Approved from any technical specialty area other than Business Administration	3
_____	_____	Elective	Approved from any technical specialty area other than Business Administration	3
_____	_____	Elective	Approved from any technical specialty area other than Business Administration	3
_____	_____	Elective	Approved from any technical specialty area other than Business Administration	3
_____	_____	Elective	Approved from any technical specialty area other than Business Administration	3
<b>SUB-TOTAL</b>				<b>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 PHY 103/104 Environmental Science/Lab or ASC 104 Human Anatomy & Physiology w/Lab I or 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>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 – Technical Specialty 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
<u>1<sup>st</sup> Spring Semester</u>		<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
<u>2<sup>nd</sup> Fall Semester</u>		<u>21 hours</u>
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
Technical Elective (cannot be a Business Administration course)		3
Technical Elective (cannot be a Business Administration course)		3
Social Science General Education Requirement		3
<u>2<sup>nd</sup> Spring Semester</u>		<u>19 hours</u>
BUS 223	Advanced Microsoft Access	3
BUS 260	Project Management	3
Science General Education Requirement		4
Technical Elective (cannot be a Business Administration course)		3
Technical Elective (cannot be a Business Administration course)		3
Technical Elective (cannot be a Business Administration course)		3

\* 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.