

Name _____

ID # _____

2018-2019 BUSINESS ADMINISTRATION (BUS8)
One-year Certificate
Education Plan

Grades of "C" or better are required in all "Core Curriculum" and "Program Requirements" courses.

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 150	Business Principles	3
_____	_____	BUS 170	Principles of Macroeconomics	3
_____	_____	BUS 211	Management	3
_____	_____	MAT 071	Intermediate Algebra	4
SUB-TOTAL				22

PROGRAM REQUIREMENTS

Choose two 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 115	Advanced Microsoft Word	2
_____	_____	BUS 122	Advanced Microsoft Excel	3
_____	_____	BUS 140	Internship	4
_____	_____	BUS 162	Business Law	3
_____	_____	BUS 172	Principles of Microeconomics	3
_____	_____	BUS 176	Marketing	3
_____	_____	BUS 223	Advanced Microsoft Access	3
_____	_____	BUS 230	Business Finance	3
_____	_____	BUS 260	Project Management	3
_____	_____	BUS 290	Essentials of Entrepreneurship	3
_____	_____	COM 102	English Composition II: Writing the Research Paper	3
_____	_____	CPP 237	Internet Programming	3
_____	_____	Elective	Approved elective from any technical specialty area other than Business Administration	2-3
_____	_____	Elective	Approved elective from any technical specialty area other than Business Administration	3-4
SUB-TOTAL				4-8

GENERAL EDUCATION REQUIREMENTS

_____	_____	COM 101	English Composition	3
_____	_____	CPP 102	Advanced Microcomputer Usage	3
SUB-TOTAL				6

GRADUATION REQUIREMENTS

_____	_____	COM 125	Job Search Strategies	1
SUB-TOTAL				1
PROGRAM TOTAL				33-37

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				

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
One-year Certificate

1 st Fall Semester	20 hours
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 st 8 weeks if needed)	4
MAT 071 Intermediate Algebra (2 nd 8 weeks)	4

1 st Spring Semester	17-21 hours
ACC 104 Accounting Principles II	3
ACC 110 Payroll and Automated Accounting	3
BUS 211 Management	3
Elective	2-4
Elective	2-4
COM 101 English Composition	3
COM 125 Job Search Strategies	1

* Testing into a higher math class on your placement exam will satisfy this requirement.

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 when you enroll in your Spring classes.