



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: GENERAL BUSINESS (A25120GB)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**Section I: Developmental Courses (if needed)**

| Courses   | Scores    | Cr. | Prerequisites/<br>Corequisites             | Grade | Notes/Semester |
|---|-----------|-----|--|-------|----------------|
| DMA 010 Operations with Integers                                  | <7 on DAP | 1   | Pre: None                                  |       |                |
| DMA 020 Fractions and Decimals                                    | <7 on DAP | 1   | Pre: DMA 010                               |       |                |
| DMA 030 Propor/Ratio/Rate/Percent                                 | <7 on DAP | 1   | Pre: DMA 010-020                           |       |                |
| DMA 040 Express/Lin Equat/Inequal                                 | <7 on DAP | 1   | Pre: DMA 010-030 or MAT 060                |       |                |
| DMA 050 Graphs/Equations of Lines                                 | <7 on DAP | 1   | Pre: DMA 010-040<br>or DMA 040 and MAT 060 |       |                |
| DMA 060 Polynomial/Quadratic Appl<br>(Required if taking MAT 171) | <7 on DAP | 1   | Pre: DMA 010-050<br>or MAT 060 and MAT 070 |       |                |
| DMA 070 Rational Express/Equation<br>(Required if taking MAT 171) |           | 1   | Pre: DMA 010-060<br>or MAT 060 and MAT 070 |       |                |
| DMA 080 Radical Express/Equations<br>(Required if taking MAT 171) |           | 1   | Pre: DMA 010-070<br>or MAT 060 and MAT 070 |       |                |
| DRE 096 Integrated Reading and Writing                            | 104-116   | 3   | Pre: None<br>Co: CIS 070                   |       |                |
| DRE 097 Integrated Reading Writing II                             | 117-135   | 3   | Pre: DRE 096<br>Co: CIS 070                |       |                |
| DRE 098 Integrated Reading Writing III                            | 136-150   | 3   | Pre: DRE 097<br>Co: CIS 070                |       |                |

**Section II:**

**A. Business Administration Certificate (C25120) Course Requirements 17-18 credit hours: Complete Section I (as required) and Section II, A.**

| Courses   | Cr.    | Recommended Semester   | Prerequisites/<br>Corequisites   | Semester Registered/<br>Planned | Semester Completed/<br>Grade |
|---|--------|--|--|---------------------------------|------------------------------|
| BUS 110 Introduction to Business*   | 3      | 1 <sup>st</sup> year – fall                                    | Pre: DRE 097<br>Co: DRE 098  |                                 |                              |
| BUS 115 Business Law I*   | 3      | 1 <sup>st</sup> year – fall                                    | Pre: DRE 097<br>Co: DRE 098  |                                 |                              |
| CIS 110 Introduction to Computers*<br>or<br>CIS 111 Basic PC Literary                             | 3<br>2 | 1 <sup>st</sup> year – fall                                    | Pre: DRE 097<br>Co: DRE 098  |                                 |                              |
| BUS 137 Principles of Management*   | 3      | 1 <sup>st</sup> year – spring                                  | Pre: DRE 098<br>or ENG 090 and RED 090   |                                 |                              |
| BUS 125 Personal Finance (required for degree)<br>or<br>CTS 130 Spreadsheet (required for degree) | 3      | 2 <sup>nd</sup> year – spring<br>1 <sup>st</sup> year – spring | Pre: DMA 010-030 or MAT-060, DRE-098 or RED-090<br>Pre: DMA 010-040 or MAT 070, DRE 097<br>Co: DRE 098 |                                 |                              |
| MKT 120 Principles of Marketing*  | 3      | 1 <sup>st</sup> year – spring                                  | Pre: DRE 098<br>or ENG 090 and RED 090   |                                 |                              |

**B. Business Administration: General Business Associate in Applied Science Degree (A25120GB) Course Requirements 67-70 credit hours: Complete Sections I (as required) and Section II, A and B.**

| Courses                          | Cr. | Recommended Semester        | Prerequisites/<br>Corequisites | Semester Registered/<br>Planned | Semester Completed/<br>Grade |
|----------------------------------|-----|-----------------------------|--------------------------------|---------------------------------|------------------------------|
| ACA 122 College Transfer Success | 1   | 1 <sup>st</sup> year – fall | None                           |                                 |                              |



|  |   |                               |  |  |  |
|--|---|-------------------------------|--|--|--|
| ENG 111 Writing and Inquiry  | 3 | 1 <sup>st</sup> year – fall   | Pre: DRE 098<br>or ENG 090 and RED 090<br>Co: ACA 122                |  |  |
| MAT 143 Quantitative Literacy<br>or<br>MAT 171 Precalculus Algebra   | 3 | 1 <sup>st</sup> year – fall   | Pre: DMA 010-050, DRE 098<br>Co: ACA 122                             |  |  |
|  | 4 | 1 <sup>st</sup> year – fall   | Pre: DMA 010-080 or MAT 080  |  |  |
| ENG 112 Writing/Research in the Disciplines  | 3 | 1 <sup>st</sup> year - spring | Pre: ENG 111   |  |  |
| ACC 120 Principles of Financial Accounting*  | 4 | 2 <sup>nd</sup> year – fall   | Pre: DMA 010-040 or MAT 070,<br>DRE 098 or RED 090<br>Co: MAT 143    |  |  |
| BUS 121 Business Mathematics   | 3 | 2 <sup>nd</sup> year – fall   | Pre: DMA 010-040<br>or MAT 070, DRE 097<br>Co: DRE 098               |  |  |
| BUS 153 Human Resource Management  | 3 | 2 <sup>nd</sup> year – fall   | Pre: DRE 098 or RED 090  |  |  |
| ECO 252 Principles of Macroeconomics*  | 3 | 2 <sup>nd</sup> year – fall   | Pre: DMA 010-020 or MAT 060,<br>DRE 097 or RED 090<br>Co: DRE 098    |  |  |
| ACC 121 Principles of Managerial Accounting  | 4 | 2 <sup>nd</sup> year – spring | Pre: ACC 120 with minimum<br>grade of “C”                            |  |  |
| BUS 230 Small Business Management  | 3 | 2 <sup>nd</sup> year – spring | Pre: DRE 098 or RED 090  |  |  |
| BUS 239 Business Applications Seminar<br>or<br>WBL 111 Work Based Learning I<br>and<br>WBL 115 Work Based Learning Seminar I | 2 | 2 <sup>nd</sup> year – spring | Pre: ACC 120, BUS 115,<br>BUS 137, ECO 151 or 251 or 252,<br>MKT 120 |  |  |
|  | 1 |                               | Pre: 9 SHC in the major core<br>courses<br>Co: WBL 115               |  |  |
|  | 1 |                               | Pre: 9 SHC in the major core<br>courses<br>Co: WBL 111               |  |  |
| ECO 251 Principles of Microeconomics   | 3 | 2 <sup>nd</sup> year – spring | Pre: DMA 010-020 or MAT 060,<br>DRE 097 or RED 090<br>Co: DRE 098    |  |  |

**Required Subject Area:**

|   |                               |                                    |                                 |
|---|-------------------------------|------------------------------------|---------------------------------|
| <b>Business Electives (Select 6 hours from the following courses)</b>   |                               |                                    |                                 |
| ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, NPO 110, NPO 120, NPO 215, NPO 225, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120. |                               |                                    |                                 |
| <b>Note:</b> Only 3 SHC of SPA are allowed towards the Business Administration degree. BUS 139 and BUS 280 are required for the Entrepreneurship Certificate.   |                               |                                    |                                 |
| <b>Course</b>   | <b>Recommended Semester</b>   | <b>Semester Registered/Planned</b> | <b>Semester Completed/Grade</b> |
|   | 1 <sup>st</sup> year – spring |                                    |                                 |
| <b>Course</b>   | <b>Recommended Semester</b>   | <b>Semester Registered/Planned</b> | <b>Semester Completed/Grade</b> |
|   | 2 <sup>nd</sup> year – fall   |                                    |                                 |

**Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)**

|  |                               |                                    |                                 |
|--|-------------------------------|------------------------------------|---------------------------------|
| <b>Humanities/Fine Arts Electives (3 credits)**</b> (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).) |                               |                                    |                                 |
| Courses offered at RCC:<br>ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211  |                               |                                    |                                 |
| <b>Course</b>  | <b>Recommended Semester</b>   | <b>Semester Registered/Planned</b> | <b>Semester Completed/Grade</b> |
|  | 1 <sup>st</sup> year – spring |                                    |                                 |



**Social/Behavioral Sciences Electives (3 credits)\*\*** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)

Courses offered at RCC:  
ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

| Course | Recommended Semester          | Semester Registered/Planned | Semester Completed/Grade |
|--------|-------------------------------|-----------------------------|--------------------------|
|        | 2 <sup>nd</sup> year – spring |                             |                          |

**NOTES:** \*All courses must be completed with a grade of “C” or better.  
\*\*See course catalog for prerequisite and/or corequisite requirements.

**Students please read the following and sign below.**

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.  
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_