



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: PUBLIC ADMINISTRATION (A25120PA)**

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

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

Courses	Scores	Cr.	Prerequisites/ 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 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl <i>(Required if taking MAT 171)</i>	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation <i>(Required if taking MAT 171)</i>		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations <i>(Required if taking MAT 171)</i>		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

**Section II:**

**A. Business Administration: Public Administration Certificate (C25120H) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management*	3	1 <sup>st</sup> year	Pre: DRE 098 or ENG 090 and RED 090		
BUS 153 Human Resource Management*	3	1 <sup>st</sup> year	Pre: DRE 098 or RED 090		
PAD 151 Intro to Public Administration*	3	1 <sup>st</sup> year	None		
PAD 152 Ethics in Government*	3	1 <sup>st</sup> year	None		
PAD 251 Public Finance & Budgeting*	3	1 <sup>st</sup> year	None		
PAD 252 Public Policy Analysis*	3	1 <sup>st</sup> year	None		

**B. Business Administration: Public Administration Associate in Applied Science Degree (A25120PA) Course Requirements 65-66 credit hours: Complete Sections I (as required) and Section II, A and B.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ 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 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy or MAT 171 Precalculus Algebra	3 4	1 <sup>st</sup> year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122 Pre: DMA 010-080 or MAT 080		
BUS 115 Business Law I	3	1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Intro to Computers* or CIS 111 Basic PC Literacy	3 2	1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098 None		
BUS 110 Intro to Business	3	1 <sup>st</sup> year - spring	Pre: DRE 097 Co: DRE 098		
CTS 130 Spreadsheet	3	1 <sup>st</sup> year - spring	Pre: CIS 110 or OST 137		



ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year - spring	Pre: ENG 111		
MKT 120 Principles of Marketing	3	1 <sup>st</sup> year - spring	Pre: DRE 098 or ENG 090 and RED 090		
ACC 120 Principles of Financial Accounting*	4	2 <sup>nd</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
ECO 252 Principles of Macroeconomics*	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ACC 121 Principles of Managerial Accounting	4	2 <sup>nd</sup> year – spring	Pre: ACC 120 with minimum grade of “C”		
BUS 239 Business Applications Seminar	2	2 <sup>nd</sup> year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
ECO 251 Principles of Microeconomics	3	2 <sup>nd</sup> year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		

**Required Subject Area:**

<b>Business Electives (Select 3 credits 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, 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.			
<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)** (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).)</b>			
Courses offered at RCC: 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		

<b>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.)</b>			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	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: \_\_\_\_\_