



Program Completion Guide

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

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

Advisor Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

*Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.*

**A. Business Administration Certificate ONLINE (C25120) Course Requirements 17-18 credit hours: Complete Section A.\*\***

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1 <sup>st</sup> year – fall		
BUS 137 Principles of Management*	3	1 <sup>st</sup> year – fall		
MKT 120 Principles of Marketing*	3	1 <sup>st</sup> year – fall		
BUS 115 Business Law I*	3	1 <sup>st</sup> year – spring		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literary	3 2	1 <sup>st</sup> year – spring		
ECO 251 Principles of Microeconomics (required for degree) or ECO 252 Principles of Macroeconomics* (required for degree)	3	2 <sup>nd</sup> year – spring 2 <sup>nd</sup> year – fall		

**B. Business Administration: General Business Associate in Applied Science Degree ONLINE (A25120GB) Course Requirements 67-68 credit hours: Complete Sections A and B.\*\***

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 <sup>st</sup> year – fall		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year – spring		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year – spring		
ACC 120 Principles of Financial Accounting*	4	2 <sup>nd</sup> year – fall		
BUS 125 Personal Finance	3	2 <sup>nd</sup> year – fall		
BUS 230 Small Business Management	3	2 <sup>nd</sup> year – fall		
CTS 130 Spreadsheet	3	2 <sup>nd</sup> year – fall		
ACC 121 Principles of Managerial Accounting	4	2 <sup>nd</sup> year – spring		
BUS 121 Business Mathematics	3	2 <sup>nd</sup> year – spring		
BUS 153 Human Resource Management	3	2 <sup>nd</sup> year – spring		
BUS 239 Business Applications Seminar or WBL 111 Work Based Learning I and WBL 115 Work Based Learning Seminar I	2 1 1	2 <sup>nd</sup> year – spring		

**Required Subject Area**

<b>Business Electives (Select 6 credit hours from the following courses)**</b>			
ACC 122, ACC 129, ACC 130, ACC 140, ACC 150, 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 111, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade



	1 <sup>st</sup> year – fall		
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year – spring		

<b>Humanities/Fine Arts Electives (3 credit hours)**</b>			
Courses offered at RCC: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212			
<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 credit hours)**</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: \_\_\_\_\_

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

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

*The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.*

*The following course focuses on North Carolina business culture and information: BUS 110. RichmondCC cannot guarantee applicability in another state.*

*The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ANT 220, ART 111, BUS 110, BUS 115, BUS 137, BUS 228, CIS 110, DRA 111, ECO 251, ECO 252, ENG 111, ENG 112, ENG 131, ENG 231, ENG 232, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MUS 110, PHI 240, PSY 150, PSY 241, REL 211, REL 212, SOC 210, SOC 213, SPA 111, and SPA 211. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.*