



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.

Business Administration: General Business Associate in Applied Science Degree ONLINE (A25120GB) Course Requirements 68 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall		
BUS 110 Introduction to Business*	3	1 st year – fall		
BUS 137 Principles of Management*	3	1 st year – fall		
ENG 111 Writing and Inquiry	3	1 st year – fall		
MKT 120 Principles of Marketing*	3	1 st year – fall		
BUS 115 Business Law I*	3	1 st year – spring		
CIS 110 Introduction to Computers*	3	1 st year – spring		
ECO 252 Principles of Macroeconomics*	3	1 st year – spring		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring		
MAT 143 Quantitative Literacy	3	1 st year – spring		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall		
BUS 125 Personal Finance	3	2 nd year – fall		
BUS 230 Small Business Management	3	2 nd year – fall		
CTS 130 Spreadsheet	3	2 nd year – fall		
ECO 251 Principles of Microeconomics	3	2 nd year – fall		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring		
BUS 121 Business Mathematics	3	2 nd year – spring		
BUS 153 Human Resource Management	3	2 nd 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 nd year – spring		

Required Subject Area

Business Electives (Select 6 credit hours from the following courses)**			
ACC 122, ACC 129, ACC 130, ACC 140, ACC 150, ACC 225, BUS 116, BUS 139, BUS 217, BUS 234, BUS 256, BUS 280, MKT 223, NPO 111, PAD 151, PAD 152, PMT 110, PMT 210, PMT 215			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – fall		
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

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



Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)**			
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 nd 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.

*In order for students to earn a **Business Administration Certificate (C25120)**, the following courses must be taken: BUS 110, BUS 115, BUS 137, CIS 110, ECO 251 or ECO 252, and MKT 120.*

*In order for students to ear a **Business Administration: Human Resource Certificate (C25120HR)**, the following courses must be taken: BUS 137, BUS 153, BUS 217, BUS 234, BUS 256, and CTS 130.*

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.