Program Completion Guide

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

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Business Administration Human Resource Certificate (C25120HR) Course Requirements 18 credit hours: Complete Section A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management*	3		Pre: ENG 002 or BSP 4002 or ENG 111		
BUS 153 Human Resource Management	3		Pre: ENG 002 or BSP 4002 or ENG 111		
BUS 217 Employment Law & Regulations	3		Pre: ENG 002 or BSP 4002 or ENG 111		
BUS 234 Training & Development	3		Pre: ENG 002 or BSP 4002 or ENG 111		
BUS 256 Recruit Select & Personal Plan	3		Pre: ENG 002 or BSP 4002 or ENG 111		
CTS 130 Spreadsheet	3		Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		

B. Business Administration Certificate (C25120) Course Requirements 17-18 credit hours: Complete Section B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1st year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		
BUS 115 Business Law I*	3	1st year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literary	3 / 2	1st year – fall	None		
BUS 137 Principles of Management*	3	1st year – spring	Pre: ENG 002 or BSP 4002 or ENG 111		
ECO 251 Principles of Microeconomics (required for degree) or	3	2nd year – spring	Pre: MAT 003 or BSP 4003, ENG 002 or BSP 4002 or ENG 111		
ECO 252 Principles of Macroeconomics* (required for degree)		2nd year – fall			
MKT 120 Principles of Marketing*	3	1st year – spring	Pre: ENG 002 or BSP 4002 or ENG 111		

C. Business Administration: General Business Associate in Applied Science Degree (A25120GB) Course Requirements 67-69 credit hours: Complete Sections B and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade

Course	Credits	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: ENG 011 Co: None		
MAT 143 Quantitative Literacy	3	1st year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2 or MAT 043, ENG 002 or BSP 4002 or ENG 111 Co: None		
or MAT 171 Precalculus Algebra	4		Pre: MAT 003 Tier 3 or BSP 4003 Tier 3 or MAT 071		
CTS 130 Spreadsheet	3	1st year – spring	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: ENG 111 with a grad of "C" or better		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
BUS 121 Business Mathematics	3	2nd year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
BUS 153 Human Resource Management	3	2nd year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		
ACC 121 Principles of Managerial Accounting	4	2nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 125 Personal Finance	3	2nd year – spring	Pre: MAT 003 or BSP 4003, ENG 002 or BSP 4002 or ENG 111		
BUS 230 Small Business Management	3	2nd year – spring	Pre: ENG 002 or BSP 4002 or ENG 111		
BUS 239 Business Applications Seminar	2		Pre: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, ECO 251, or ECO 252		
or WBL 111 Work Based Learning I	1	2nd year – spring	Pre: 9 SHC in the major core courses Co: WBL 115		
and WBL 115 Work Based Learning Seminar I	1		Pre: 9 SHC in the major core courses Co: WBL 111		

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 260, BUS 280, MKT 220, MKT 223, MKT 225, MKT 227, MKT 232, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd 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.)

Humanities/Fine Arts Electives (3 credit hours)** (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: DRA 111, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		

Social/Behavioral Sciences Electives (3 credit hours) **(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**
	2nd 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: _____