

Business Administration Fall 2010

Updated 6/8/2010

Student Advisement Checklist

Student Name _____

Students must complete all preparatory classes to earn a Degree, Diploma, and/or Certificate. (Co or Prerequisite(s) in parentheses)

Writing Score _____	Numerical Score _____	Elementary Algebra Score _____	Reading Score _____	Computer Score _____
___ Basic Skills (0-29) [20-40] ___ ENG 080 (30-34) [41-65] ___ ENG 090/090A (35-40) [66-85] ___ ENG 111(≥ 41) [≥ 86]	___ Basic Skills (0-29) [20-29] ___ MAT 060 (30-37) [30-54] ___ MAT 060 NOT Needed (≥41) [≥ 55]	___ MAT 070 (23-40) [< 55] ___ MAT 140(≥ 41) [≥ 55]	___ Basic Skills (0-29) [20-38] ___ RED 080 (30-34) [39-56] ___ RED 090 (35-40) [57-79] ___ No reading required (≥41) [≥ 80]	___ CTS 080 (0-59) ___ 60 or higher CIS 110 or CIS 111 ___ Web courses (≥70) ___ ≥ 85 may challenge CIS 111
___ ACA 115 (If two or more Preparatory Courses needed) Scores in () are Asset Scores Scores in [] are Accuplacer Scores Computer Score Based on SAMS Challenge				

A.A.S. Degree			
Complete	Course		Credit
1st Fall			
	ACC 120	Prin. of Financial Accounting (ENG 080, RED 090, MAT 060)	4
	BUS 110	Introduction to Business (RED 080, ENG 080)	3
	BUS 121	Business Math (ENG 080, RED 080 & MAT 060)	3
	CIS 110 or CIS 111	Introduction to Computers(RED 090, MAT 060, CTS 080) Basic PC Literacy (CTS 080)	3 or 2
	ENG 111	Expository Writing (ENG 090 & RED 090)	3
1st Spring			
	ACC 121	Principles of Managerial Accounting (ACC 120 with "C" or better, ENG 090, MAT 070)	4
	BUS 125	Personal Finance (ENG 080, RED 090 & MAT 060)	3
	BUS 137	Principles of Management (RED 080, ENG 080)	3
	ENG 112 or ENG 113 or ENG 114	Argument-Based Research (ENG 111, CTS 080) Literature-Based Research (ENG 111, CTS 080) Professional Research & Reporting (ENG 111, CTS 080)	3
	MKT 120	Principles of Marketing (RED 090, ENG 090)	3
2nd Fall			
	ACC 150	Accounting Software Applications (ENG 090, MAT 070, CIS 110 or CIS 111, ACC 115 or ACC 120)	2
	BUS 115	Business Law I (RED 090, ENG 090)	3
	BUS 260	Business Communications (ENG 111)	3
	GEO 111	World Regional Geography (RED 090)	3
	ECO 251	Prin. of Microeconomics (ENG 090, RED 090 & MAT 070)	3
	MAT 140	Survey of Mathematics (MAT 070, COREQ RED 090)	3
2nd Spring			
	BUS 225	Business Finance (MAT 070, ACC 120, ENG 090)	3
	BUS 239	Business Applications Seminar (ACC 120, BUS 115, BUS 137, MKT 120, and one ECO class)	2
	CTS 130	Spreadsheet (CIS 110 or CIS 111 or OST 137)	3
	ECO 252	Prin. of Macroeconomics (ENG 090, RED 090 & MAT 070)	3
	HUM XXX	Humanities Elective	3
	INT 110	International Business (RED 090, ENG 090)	3
TOTAL CREDIT HOURS			65-66

Diploma			
Complete	Course		Credit
1st Fall			
	ACC 120	Prin. of Financial Accounting (ENG 080, RED 090, MAT 060)	4
	BUS 110	Introduction to Business (RED 080, ENG 080)	3
	BUS 115	Business Law I (RED 090, ENG 090)	3
	BUS 121	Business Math (ENG 080, RED 080 & MAT 060)	3
	CIS 110 or CIS 111	Introduction to Computers(RED 090, MAT 060, CTS 080) Basic PC Literacy (CTS 080)	3 or 2
1st Spring			
	BUS 137	Principles of Management (RED 080, ENG 080)	3
	BUS 260	Business Communications (ENG 111)	3
	ENG 111	Expository Writing (ENG 090 & RED 090)	3
	GEO 111	World Regional Geography (RED 090)	3
	MKT 120	Principles of Marketing (RED 090, ENG 090)	3
2nd Fall (Select One ECO From Below)			
	ECO 151 or ECO 251 or ECO 252	Survey of Economics (ENG 090, RED 090 & MAT 070) Prin. of Microeconomics (ENG 090, RED 090 & MAT 070) Prin. of Macroeconomics (ENG 090, RED 090 & MAT 070)	3
	ENG 112 or ENG 113 or ENG 114	Argument-Based Research (ENG 111, CTS 080) Literature-Based Research (ENG 111, CTS 080) Professional Research & Reporting (ENG 111, CTS 080)	3
TOTAL CREDIT HOURS			36-37

Certificate: Business Administration			
Complete	Course		Credit
	BUS 110	Introduction to Business (RED 080, ENG 080)	3
	BUS 137	Principles of Management (RED 080, ENG 080)	3
	BUS 121	Business Math (ENG 080, RED 080 & MAT 060)	3
	CIS 110 or CIS 111	Introduction to Computers(RED 090, MAT 060, CTS 080) Basic PC Literacy (CTS 080)	3 or 2
	MKT 120	Principles of Marketing (RED 090, ENG 090)	3
TOTAL CREDIT HOURS			14-15

