

## Associate of Applied Science – Business Administration (Office Technology)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

This academic map is a suggested semester-by-semester schedule of courses based upon the AAS degree requirements as outlined in the academic catalog. In order for you to graduate in two years, specific milestones, courses and other requirements (e.g. prerequisites) must be met in a timely manner. Additionally, keep in mind this map does not substitute for academic advisement. If you have questions, see your advisor and refer to the MACC website for current information. Finally, enrolling for courses during the summer session is an option and can reduce your regular course load and allow you to stay on track to graduate in two years.

Taken	Course	Semester	Hours	Milestone*
<b>First Semester</b>				
	ACC101	Accounting I	3	
	ACC110	Personal Finance	3	
	BUS108	^Word Processing Concepts Using Microsoft Word – <b>Fall Only</b>	3	
	BUS165	Presentation Skills Using Microsoft PowerPoint – <b>Fall Only</b>	3	
	LAL101	^Composition I	3	LAL101
	SKL101	College Orientation	1	SKL101
			<b>16</b>	
<b>Second Semester</b>				
	BUS125	^Customer Service – <b>Spring Only</b>	3	
	BUS140	Personal Information Management Using Microsoft Outlook – <b>Spring Only</b>	1	
	BUS150	^Business Communication	3	BUS150
	BUS151	Records Management – <b>Spring Only</b>	3	
	BUS152 <b>or</b> MTH140 <b>or</b> MTH142 <b>or</b> MTH160	^Business Math – <b>Spring Only or</b> ^College Algebra <b>or</b> ^Quantitative Reasoning <b>or</b> ^Elementary Statistics	3	BUS152 <b>or</b> MTH140 <b>or</b> MTH142 <b>or</b> MTH160
	HST105 <b>or</b> HST106 <b>or</b> PSC105	American History to 1865 <b>or</b> American History from 1865 <b>or</b> Introduction to American Government	3	
			<b>16</b>	
<b>Third Semester</b>				
		<u>Biological or Physical Science</u>	3	
	BUS100	Introduction to Business	3	
	BUS112 <b>or</b> MKT105	Principles of Management <b>or</b> Principles of Marketing	3	
	BUS261	Spreadsheet Applications Using Microsoft Excel – <b>Fall Only</b>	3	
		<u>Humanities**</u>	3	
			<b>15</b>	
<b>Fourth Semester</b>				
	BUS265	Business Information Systems – <b>Spring Only</b>	3	
	BUS292	Office Technology Capstone – <b>Spring Only</b>	3	
	BUS295 <b>or</b> SKL250	^Business Administration Internship <b>or</b> ^Employment Seminar	1-2	
		Directed Electives ***	9	
			<b>16-17</b>	
Minimum Required Hours for Degree			<b>63</b>	

**\*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree in two years. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.**

**^Please refer to the course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the co-requisite course(s).**



**\*\* Core 42 approved humanities courses are located on the course description web pages for Art, Drama, Foreign Language, History, Language and Literature, Music, and Philosophy.**

**\*\*\*Directed Electives**

ACC102 Accounting II  
ACC214 Computerized Accounting Applications Using QuickBooks – Spring Only  
ACC218 Payroll Accounting – Spring Only  
BUS112 Principles of Management  
BUS113 Human Resource Management  
BUS120 Business Law  
HSC171 Medical Terminology  
ITC145 Web Design I  
MKT105 Principles of Marketing

**Additional Graduation Requirement**

**Missouri law, included in Senate Bill 807, requires every college student pursuing an associate's or bachelor's degree at a public institution to pass the Missouri Higher Education Civics Achievement Examination with at least a 70 percent to graduate. The rule will apply to the incoming class of first-time college students in the fall of 2019 and all students thereafter.**