

Associate of Applied Science – Business Administration (Management)

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*
		First Semester		
	ACC101	Accounting I	3	
	ACC110	Personal Finance	3	
	BUS100	Introduction to Business	3	
	BUS165	Presentation Skills Using Microsoft PowerPoint – Fall Only	3	
	LAL101	^Composition I	3	LAL101
	SKL101	College Orientation	1	SKL101
			16	
		Second Semester		
	ACC102	^Accounting II	3	
		<u>Biological or Physical Science</u>	3	
	BUS112	Principles of Management	3	
	BUS113	Human Resource Management	3	
	BUS152** <u>or</u> MTH140** <u>or</u> MTH142** <u>or</u> MTH160** <u>or</u> MTH190**	^Business Math – Spring Only <u>or</u> ^College Algebra <u>or</u> ^Quantitative Reasoning <u>or</u> ^Elementary Statistics <u>or</u> ^Calculus for Business and Life Sciences	3	BUS152** <u>or</u> MTH140** <u>or</u> MTH142** <u>or</u> MTH160** <u>or</u> MTH190**
			15	
		Third Semester		
	BUS120	Business Law	3	
	BUS150	^Business Communication	3	
	BUS261	Spreadsheet Applications Using Microsoft Excel – Fall Only	3	
	ECN101	Macroeconomics	3	
	MKT105	Principles of Marketing	3	
			15	
		Fourth Semester		
	BUS260	^Management Capstone – Spring Only	3	
	ECN102	^Microeconomics	3	
	HST105 <u>or</u> HST106 <u>or</u> PSC105	American History to 1865 <u>or</u> American History from 1865 <u>or</u> Introduction to American Government	3	
		<u>Humanities***</u>	3	
	SKL250 <u>or</u> BUS295	^Employment Seminar <u>or</u> ^Business Administration Internship	1-2	
	SPK101 <u>or</u> SPK120	Public Speaking <u>or</u> Interpersonal Communication	3	
			16-17	
		Minimum Required Hours for Degree	62	

*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.

**Students who do not plan to transfer to a four-year institution can take BUS152 Business Math. Students who plan to transfer to a four-year institution should take MTH140 College Algebra, MTH142 Quantitative Reasoning, MTH160 Elementary Statistics, or MTH190 Calculus for Business and Life Sciences (check with your advisor and transfer institution).



*** 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.

^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).

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.