

**Murray State College**  
**Degree Check Sheet 2018-2019**  
**Associate of Applied Science Business Management Administrative Accounting Option**

Required credits for the degree – 61-62 Credit Hours

<b>Name:</b>	<b>Graduation Advisor Signature:</b>
<b>ID:</b>	<b>Date:</b>

General Education Requirements (19-20 Credits)	Credits	Grade	Semester	Notes
<b>English Composition (6 Credits)</b>				
ENG 1113 English Composition I	3			
ENG 1213 English Composition II or SPC 1113 Fundamentals of Speech	3			
<b>History and U.S. Government (6 Credits)</b>				
HST 1483 US History to 1877 (or) HST 1493 US History since 1877	3			
GVT 1113 American Federal Government	3			
<b>Humanities (1 Credit)</b> Courses are to be selected from the Humanities related electives, see listing for acceptable courses in the college catalog.	1			
<b>Arts and Science (3 Credits)</b>				
BC 1113 Business Communication	3			
<b>Computer Proficiency (3 Credits)</b>				
CIS 1113 Computer Applications or displayed proficiency and 3 hrs Additional Course	3			
<b>Student Success (1 Credit)</b> (first semester- first-time Freshman)				
COL 1211 Success Strategies	1			

Program Core and Recommended Electives - (42 Credit Hours Required)							
Program Core Requirements (24 Hrs)	Credits	Grade	Sem	Recommended Option Electives (6 Hrs)	Credits	Grade	Sem
ACC 2103 Fund Financial Accounting	3			BM 2213 International Business	3		
BM 1103 Introduction to Business	3			CIS 2213 Database Management Systems	3		
BM 1403 Business Math	3			ECO 2603 Business & Eco Statistics	3		
BM 2613 Business Ethics	3			FIN 2633 Personal Finance	3		
BM 2013 Principles of Management	3			BM 2533 Small Business Management	3		
BUS 2763 Professional Development	3			BM 1503 Human Resource Management	3		
BM 2513 Bus Management Intern I	3			BM 2043 Retail Management	3		
BM 2723 Spreadsheet Applications	3			Credit Hours Required	6		
Credit Hours Required	24						
<b>Option Requirements (12 Hours)</b>							
ACC 1113 Introduction to Accounting	3						
ACC 2203 Fund Managerial Accounting	3						
ACC 2303 Computerized Accounting	3						
ACC2803 Special Problems in Accounting	3						
Credit Hours Required	12						
				<b>Substitutions must be approved by Program Chair</b>			

**Total Credit Hours Required for the AAS. In Business Management—Administrative Accounting Option 61**  
**15 of Last 21 hours in residence at MSC \_\_\_\_\_**  
**Min. 2.0 GPA \_\_\_\_\_**

# MURRAY STATE COLLEGE

## Business Management Administrative Accounting Option

Catalog Year 2018-2019

An Associate of Applied Science in Business Management—Accounting Clerk Option provides the foundation toward career goals in the Accounting and Bookkeeping fields. The Occupational Outlook Handbook ([www.bls.gov/ooh](http://www.bls.gov/ooh))\* lists many accounting and bookkeeping careers. Bookkeeping, accounting, and auditing clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.

FALL SEMESTER 1		
COURSE	TITLE	CREDITS
COL 1211/ 1211L	Success Strategies	1
ENG 1113	English Composition I	3
CIS 1113	Computer Applications	3
BM 1103	Intro to Business	3
ACC 1113	Intro to Accounting	3
BM 1403	Business Math	3
<b>TOTAL CREDITS</b>		<b>16</b>

SPRING SEMESTER 1		
COURSE	TITLE	CREDITS
BM 2013	Principles of Management	3
ENG 1213	English Composition II	3
HST 1483/1493	US History	3
ACC 2103	Fund of Financial Accounting	3
Recommended	Program Elective	3
<b>TOTAL CREDITS</b>		<b>15</b>

FALL SEMESTER 2		
COURSE	TITLE	CREDITS
ACC 2203	Fund Managerial Accounting	3
CIS 2723	Spreadsheet Applicatons	3
ACC2303	Computerized Accounting	3
GVT 1113	American Federal Government	3
BM 2143	Bus Mgmt Internship I	3
<b>TOTAL CREDITS</b>		<b>15</b>

SPRING SEMESTER 2		
COURSE	TITLE	CREDITS
BC 2113	Business Communications	3
BUS 2763	Professional Development	3
BM 2613	Business Ethics	3
ACC2803	Special Problems in Acctng	3
Humanities	Elective	1
Recommended	Program Elective	3
<b>TOTAL CREDITS</b>		<b>16</b>

This is a suggested course sequence only. Students may, with guidance from an Academic Advisor as well as a Faculty Advisor, make changes to their specific course sequence. The student should be aware that changes may result in more than four semesters to complete their desired Associates Degree.

### GENERAL COLLEGE PREPARATORY REQUIREMENTS

Students may be required to complete transitional courses in English and/or math prior to being admitted into college level courses.

Academic placement is determined either by ACT results or placement exams.