

Murray State College
Degree Check Sheet 2018-2019
Associate of Applied Science Business Management Office Technology Option

Required credits for the degree – 61-62 Credit Hours

Name:	Graduation Advisor Signature:
ID:	Date:

General Education Requirements (19-20 Credits)	Credits	Grade	Semester	Notes
English Composition (6 Credits)				
ENG 1113 English Composition I	3			
ENG 1213 English Composition II or SPC 1113 Fundamentals of Speech	3			
History and U.S. Government (6 Credits)				
HST 1483 US History to 1877 (or) HST 1493 US History since 1877	3			
GVT 1113 American Federal Government	3			
Humanities (1 Credit) Courses are to be selected from the Humanities related electives, see listing for acceptable courses in the college catalog.				
	1			
Arts and Science (3 Credits)				
BC 1113 Business Communication	3			
Computer Proficiency (3 Credits)				
CIS 1113 Computer Applications or displayed proficiency and 3 hrs Additional Course	3			
Student Success (1 Credit) (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			ACC 1113 Introduction to Accounting	3		
BM 1103 Introduction to Business	3			ACC 2203 Fundamentals of Managerial Acctng.	3		
BM 1403 Business Math	3			ACC 2303 Computerized Accounting	3		
BM 2613 Business Ethics	3			BM 2213 International Business	3		
BM 2013 Principles of Management	3			BUS 2811 Specialized Problems in Bus	1-3		
BUS 2763 Professional Development	3			CIS 2213 Database Management Systems	3		
BM 2513 Bus Management Intern I	3			CIS 2253 Web Page Design	3		
BM 2723 Spreadsheet Applications	3			CJ 1403 Introduction to Law	3		
Credit Hours Required	24			ECO 2113 or 2123 Macro or Microeconomics	3		
Option Requirements (12 Hours)				BM 2213 International Business	3		
BM 1503 Human Resource Mngt.	3			BM 1143 Intro to Retailing	3		
BUS 2743 Administrative Office Proced.	3			BM 2503 Human Resource Management	3		
BM 2603 Specialized Word Processing	3			MOA 113 Med Office Terminology I	3		
CIS 2803 Desktop Publishing	3			MOA 2123 Med Office Procedures I	3		
Credit Hours Required	12			MOA 2213 Med Office Proced. & Billing	3		
				FIN 2633 Personal Finance	3		
				Credit Hours Required	6		
				Substitutions must be approved by Program Chair			

Total Credit Hours Required for the AAS. In Business Management—Office Technology Option 61
15 of Last 21 hours in residence at MSC _____
Min. 2.0 GPA _____

MURRAY STATE COLLEGE

Business Management Office Technology Option

Catalog Year 2018-2019

The business management curriculum, in general, is designed to prepare graduates for the business environment. Other options within Business Management are also available which include Business Office Technology, Medical Office Assistant,

These options allow the graduates to customize their educational background to fit the career in which they can be most successful. See specific degree sheets for more information on the courses required for each option.

Career Opportunities in Business Management – Business Office Technology

Office manager, Executive assistant, Payroll specialist, Customer service manager, Applications specialist, Records manager

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
BM 1403	Business Math	3
GVT 1113	American Fed Government	3
TOTAL CREDITS		16

SPRING SEMESTER 1		
COURSE	TITLE	CREDITS
BM 2013	Principles of Management	3
ENG 1213	English Composition II	3
HST 1483/1493	US History	3
CIS 2803	Desktop Publishing	3
BM 2613	Business Ethics	3
TOTAL CREDITS		15

FALL SEMESTER 2		
COURSE	TITLE	CREDITS
BM 1503	Human Resource Management	3
CIS 2603	Specialize Word Processing	3
BUS 2743	Admn Office Procedures	3
Humanities	Elective	1
BM 2143	Bus Mgmt Internship I	3
ACC 2103	Fund Financial Accounting	3
TOTAL CREDITS		16

SPRING SEMESTER 2		
COURSE	TITLE	CREDITS
BC 2113	Business Communications	3
BUS 2763	Professional Development	3
CIS 2723	Spreadsheet Applications	3
FIN 2633	Personal Finance	3
Recommended	Program Electives	3
TOTAL CREDITS		15

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.