ACADEMIC MAP: _General Business (Office Technology Option) FULL-TIME

☒ Full-Time   ☐ Part-Time

Student Name		**Student ID**		**Student Phone #**	
Advisor Name		**Advisor E-mail**		**Advisor Phone #**	
Program Description	Associate of Applied Science with embedded TC For General Business				
Program Requirements	Major specific course work requires completion of English II				
Link to Program Webpage	http://www.southark.edu/academic/liberal-arts/general-business-administration				
Career Opportunities	Department Manager, Shift Supervisor, Accounting Clerk				
Transfer Paths and Requirements	UALR, B.S. in Business				
Expected Award upon Program Completion		☐ CP ☐ TC ☐ AA ☐ AS ☒ AAS			
Date Expected to Graduate	Semester/Year:				

BASIC STUDIES REQUIREMENTS:
Reading: ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) Accuplacer 78 or above (or) complete BSTD 0613 English II.
Writing: ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) Accuplacer 83 or above (or) complete BSTD 0613 English II.
Math: ACT 19 or above (or) ASSET Intermediate Algebra Skills 43 or above (or) COMPASS 71 or above (or) Accuplacer 78 or above (or) complete BSTD 0513 Intermediate Algebra.

STUDENT'S SCORES:

SUBJECT	TEST	SCORE
Reading		
Writing		
Math		

STUDENT'S BSTD REQUIREMENTS (Check applicable courses):

☒	**BSTD 0603 Eng. I**		☒	**BSTD 0413 Elem. Algebra**
☒	**BSTD 0613 Eng. II**		☒	**BSTD 0513 Intermed. Algebra**
☐	**BSTD 0211 Comp. I Lab**			

I understand that when seeking a credential, I may be required to enroll in basic studies (BSTD) courses as a result of my test scores in compliance with Arkansas Law, Act 1052, which may take additional semesters for successful completion.

CHOOSE COURSE PLAN WITH ADVISOR TO ASSURE PROPER ACADEMIC PROGRESSION

FIRST SEMESTER/YEAR: _Fall_____ / _____

Course Number	Course Name	Code (see key)	Credit Hours	Grade	Milestones	Actions
SASC 0103	SouthArk Success		3			
SASC 1101	Campus Technology		1			
ADMS 1023	Intermediate Keyboarding		3			
ADMS 1003	Intro to Accounting (or Business Elective)	*	3			
CSCI 1003	Computers and Information Processing	*,T	3			
ENGL 1113	Composition I	*, T	3			
MGMT 111	Intro to Management	F	3			
Total			19			

SECOND SEMESTER/YEAR: __Spring____ / _____

Course Number	Course Name	Code (see key)	Credit Hours	Grade	Milestones	Actions
MATH 1023 MATH 1333	College Algebra OR Math for Business Applications	T, S	3 (3)			
CSCI 1903	Digital Publishing		3			
BUSI 2063	Business Communications	T	3			
CSCI 2143	Microcomputer Business Applications	T	3			
	Approved Business Elective		3			
Total			15			

* Critical Course	SU – Only offered in Summer semester	T - Transfer	AA – Associate of Arts Degree
F - Only offered in Fall semester	O – Only offered Online	CP – Certificate of Proficiency	AS – Associate of Science Degree
S – Only offered in Spring semester	P – Prerequisite to Program	TC – Technical Certificate	AAS – Associate of Applied Science Degree

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THIRD SEMESTER/YEAR: __Fall_____ / _____

Course Number	Course Name	Code (see key)	Credit Hours	Grade	Milestones	Actions
BUSI 1003 ENTR 1003	The American Enterprise System OR Introduction to Entrepreneurship		3 (3)			
ENGL 1123	Composition II	T	3			
ECON 2003	Macroeconomics	F, T	3			
CSCI 2223 CSCI 2413	EXCEL Or Advanced Microsoft Office		3 (3)			
ACCT 2003	Principles of Accounting I		3			
Total			15			

FOURTH SEMESTER/YEAR: _Spring____ / _____

Course Number	Course Name	Code (see key)	Credit Hours	Grade	Milestones	Actions
BUS 2043	Customer Service and Support	S	3		AAS General Business	
ADMS 2703	Profession Projects and Portfolio Design		3			
ECON 2103	Microeconomic Principles	T,S	3			
ENGL 2123	Advanced Grammar	S	3			
	Approved Business Elective		3			
Total			15			
Total for AAS			60			

COMMENTS AND NOTES:

Suggested Electives		
BUSI	2903	Special Topics in Business
ADMS	1003	Keyboarding Fundamentals
MGMT	2113	Management Skills
CSCI	2203	Database
ACCT	2103	Principles of Accounting II

FOR OFFICE USE ONLY - GRADUATION REQUIREMENTS:

SouthArk Credit Hours	60	Minimum Cumulative GPA of 2.00? (Required)	☐
Transfer Credit Hours		All Program Courses Completed with a Minimum Grade of 'C' or Higher? (Required)	☐
TOTAL CREDIT HOURS		Any 50% or the last 25% of Total Credit Hours? (Required)	☐
CUMULATIVE GPA			

SIGNATURES:

Student: _____   Date: _____

Advisor: _____   Date: _____

* Critical Course	SU – Only offered in Summer semester	T - Transfer	AA – Associate of Arts Degree
F - Only offered in Fall semester	O – Only offered Online	CP – Certificate of Proficiency	AS – Associate of Science Degree
S – Only offered in Spring semester	P – Prerequisite to Program	TC – Technical Certificate	AAS – Associate of Applied Science Degree

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Registrar: _____   **Date:** _____