



**Associate of Applied Science (AAS) in Business Management
with Office Management Specialty
2008-2010 Advising Worksheet**



Advisor for this major:

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Prerequisite Information

U= Class is open to any student even if placed in BSKL courses.

R= Students needing BSKL015 Reading are restricted from this course.

E = Course has a required prerequisite of Introduction to Writing or English Composition I

M = Students MUST take the math prerequisite for this course or test into the course.

P= Course has a prerequisite or minimum placement score

Skill Enhancement Courses

Some or all of the following skill enhancement courses may be required depending on your ACT, ASSET or COMPASS scores. Courses with numbers below 100 will not apply toward graduation requirements. Your advisor will help you determine which of these courses, if any, you will need to take. In many cases, they must be taken your first semester

- U BSKL003 Introduction to Basic Skills 3 or 6
- U BSKL010 Basic English w/Lab 3
- U BSKL014 Basic Reading Lab 3
- R BSKL015 Reading 3
- E BSKL020 Introduction to Writing 3
- U BSKL061 Basic Math w/Lab 3
- M BSKL064 Elementary Algebra 3

Graduation Information

- Completed the minimum required hours?
- Completed all required courses?
- Last 12 hours completed at SFCC?
- Transferring credit back & Registrar approved?
- MO Constitution requirement met?
- GPA (minimum 2.0 required for graduation)
- Exit Exam scheduled/taken?
- Application for Graduation completed? (Students should apply for graduation immediately after enrolling for their last semester)

Technology courses must be completed within 5 years of graduation unless the student has been continuously enrolled for a longer period of time. Students must type 52 words/minute with a max of 5 errors to receive the degree.

This worksheet is to be used as a guide and may be subject to change without prior notice.

	✓	Prerequisite	3
		CAPP118 Keyboarding (or test out - see advisor)	3
	✓	Freshman Year 1st Semester	16
R		CAPP125 Microcomputer Applications	3
		BSMT110 Salesmanship or BSMT106 Principles of Marketing	3
M		MATH101 Business Math or MATH112 Intermediate Algebra	3
R/E		ENGL101 Composition I or ENGL112 Technical Writing	3
E		*OADM 118 Transcription Skills	3
		Wellness Course	1
	✓	Freshman Year 2nd Semester	16
E		BSMT108 Principles of Management (spring only)	3
E/M		ACCT101 Principles of Financial Accounting or ACCT109 Applied Accounting Procedures	3
P		ENGL110 Business Communications	3
M		BADM107 Personal Finance	3
P		*CAPP166 Excel	3
		*OADM121 Calculators	1
	✓	Summer Session	2
P		*CAPP 119 Document Formatting	2
	✓	Sophomore Year 1st Semester	16
		**OADM 127 Skill building for Office Management	1
		*OADM116 Records & Database Management	3
P		*CAPP160 Word (Spring & Summer Only)	3
		BADM109 Business Ethics	3
P		BSMT117 Human Resource Mgt (Fall only)	3
R/E		HIST101 US History Before 1877 or HIST102 US History After 1877 or POLS101 Amer/Nat Gov	3
	✓	Sophomore Year 2nd Semester	17
		BSMT125 Human Relations	3
		BADM103 Legal Environment of Business	3
P		*CAPP164 Access (Spring only)	3
P		*OADM134 Office Dynamics for Admin	3
P		*OADM175 Office Management Internship	3
		SS120 Employment Strategies	1
Total Credits Required for Degree			66

* Must complete course with a grade of "C" or higher.

**Must complete course with a grade of "B" or higher.

Not all courses are offered every semester

If you are required to take any BSKL courses and you need additional credits your first semester, you can take:

CAPP118 Keyboarding
OFAD116 Records & Database Management
CAPP125 Microcomputer Applications