

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

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			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						
Option Requirements (12 Hours)							
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						
				Substitutions must be approved by Program Chair			

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)* 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
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
ACC 2103	Fund of Financial Accounting	3
Recommended	Program Elective	3
TOTAL CREDITS		15

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
TOTAL CREDITS		15

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
TOTAL CREDITS		16

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.