

## Bachelor of Applied Science in Business Management from The University of Mary

### AAS Administrative Professional Program Requirements

Course Name	Semester Credit(s)	University of Mary Course
SPCH 1101 Intro to Public Speaking	3 credits	COM 110 Oral Communication
ANTH/SOCI 2202/1101 Anthropology or Sociology	3 credits	ANT 171 or SOC 107 Anthropology or General Sociology
Science Elective	4 credits	Science Requirement
PHIL 1111 Philosophy of Religion	3 credits	Theology Requirement
CPTR 1104 Intro to Computer Tech	3 credits	CIS 101 Introduction to CIS
ADMS 1116 Business Communication	3 credits	COM 214 Business Communication
ENGL 1111 Composition I	3 credits	ENG 111 Composition I
SSCI 1101 Human Relations	3 credits	SOC 125 Special Topics
ACCT 1100 Principles of Bookkeeping	3 credits	ACC 101 Principles of Accounting I
ADMS 1110 Word Processing	3 credits	BUS 200 Electronic Communications
ACCT 1124 Spreadsheet Concepts	3 credits	BUS 201 Advanced Spreadsheets
BUSN 2218 Legal Environment of Business	3 credits	BUS 311 Business Law I (Lower-Division Credit)
ADMS 1100 Keyboarding I	3 credits	BUS 125 Special Topics
ADMS 1121 Business Office Management	3 credits	BUS 125 Special Topics
ADMS 1114 Desktop Publishing/Presentation Graphics	3 credits	BUS 125 Special Topics
ADMS 1102 Keyboarding II	3 credits	BUS 125 Special Topics
ADMS 2213 Advanced Office Applications	3 credits	BUS 225 Special Topics
CPTR 1106 Microcomputer Databases	3 credits	CSA 300
CPTR 1500 Webpage Development	3 credits	CSA 340 Webpage Development
ADMS 2250 Office Technologies	3 credits	BUS 225 Special Topics
<b>Transfer Credits (Max of 62)</b>	<b>61 Credits</b>	
<b>The Following Courses to be Completed at the University of Mary</b>		
PHI 308 Ethics	3 credits	
US History Elective (POL 101, HIS 271/272)	3 credits	
BUS/CTH 355 Principles of CTH Social Teaching in Business	3 credits	
ACC 102 Principles of Accounting II	3 credits	
BUS 326 Management of Leadership Concepts	3 credits	
BUS 328 Organizational Behavior	3 credits	
BUS 346 Small Business Management	3 credits	
BUS 371 HR Management	3 credits	
BUS 374 Contemporary Economics	3 credits	
BUS 401 Operations Management	3 credits	
BUS 403 Strategic Leadership and Management	3 credits	
BUS 420 International Business	3 credits	
BUS 436 Leading Organizational Change	3 credits	
BUS 454 Project Management	3 credits	
HUM 499 Senior Competency Testing	0 Credits	
<b>Upper Division Elective Credits (3/400 Courses to total 44)</b>	<b>8 credits</b>	
<b>Free Electives to Reach 120 Total Credits</b>	<b>9 credits</b>	
<b>Total: 120 Semester Credits required for Graduation</b>		