

Business Technology B.S.E. Degree Plan (2011-2012)

Second Degree (For students that have already earned a BA, BS & BSE Degree)

Name _____
 ID # _____

Phone _____
 E-mail _____

GENERAL EDUCATION REQUIREMENTS (24 sem Hrs)
Communication, Mathematics, and Health & Wellness

*ENG 1003, Freshman English I _____
 *ENG 1013, Freshman English II _____
 MATH 1023, College Algebra _____

Social Sciences-Three of the following

HIST 2763, United States to 1876 **OR** _____
 HIST 2773, United States from 1876 _____
 POSC 2103, Intro to US Government _____
 PSY 2013, Intro to Psychology _____
 SOC 2213, Intro to Sociology _____

Critical Thinking-One of the following

SCOM 1203, Oral Communications _____

Each student should study the Undergraduate Bulletin and become familiar with the organization, policies, and regulations of the university. Failure to do this may result in mistakes for which the student will be held responsible.

 Student's Signature DATE

 Dr. Ralph Ruby, Jr., Director of BTEC Programs DATE

 Dr. John Robertson, CIT Dept. Chair DATE

 Dr. Mary Jane Bradley, Director – PEP DATE

COLLEGE OF BUSINESS CORE COURSES (42-45 SemHrs)

*CIT 1503, Microcomputer Applications I _____
 *ACCT 2033, Intro to Financial Accounting _____
 *ACCT 2133, Intro to Managerial Accounting _____
 *ECON 2313, Prin of Macroeconomics _____
 *ECON2323, Prin of Microeconomics _____
 *ECON 2113, Business Statistics _____
 LAW 2023, Legal Envir of Business _____
 BCOM 2563, Business Communications _____
 SCOM 1203, Oral Communications ** _____

Must have completed 54 hours of General Education and all Lower-level Core courses with a (*) before enrolling in the following courses.

FIN 3713, Business Finance _____
 MGMT 3153, Organizational Behavior _____
 CIT 3013, Mgmt Info System _____
 CIT 3523, Operations Mgmt _____
 MKTG 3013, Marketing _____
MGMT 4813, Strategic Mgmt _____

(To be taken last semester before graduation)

* These courses must be completed before upper-level business courses can be taken.

**Must be screened into Teacher Education Program before taking; see advisor.

***Prerequisite to TIBU 4826.

†CIT 3013 is prerequisite or co-requisite for upper-level CIT coursework.

MAJOR REQUIREMENTS - BUS TECHNOLOGY (22 sem hrs)

If course is offered only once per year, term is indicated in parentheses

CIT 2543, Keyboarding for Professionals (SuII) _____
 CIT 3533, Microcomputer Applications II _____
 CIT 4453, Global eCommerce (S) _____
 CIT 4533, Word Processing II (S) _____
 CIT 4503, Business Technology Methods (F) _____
 CIT 4513, Bus Technology Field Exper. (SuI) _____

General Requirements for Teacher Education

HLTH 2513, Prin of Personal Health _____
 PE Elective (activity); 1 sem hr _____

PROFESSIONAL EDUCATION REQUIREMENTS (33 sem Hrs)

SCED 2514, Intro to Second Teaching _____
 **PSY 3703, Educational Psychology _____
 **SE 3643, Exc Stud in Reg Classroom _____
 **EDBU 4533, Meth of Teach Bus Tech (F) _____
 **ELCI 4013, Curriculum & Assessment Instr. Theory and Practice _____
 **TIBU 4826, Teaching Internship (12 hrs) _____

ELCI 4013 and TIBU 4826 must be taken concurrently.

AN ENDORSEMENT IN COMPUTER TECHNOLOGY MAY BE TAKEN - SEE COURSE REQUIREMENTS ON REVERSE SIDE

Total coursework must be at least 142 semester hours

(See code for *, **, ^ and # on back.)

DEGREE REQUIREMENTS

2011-2012 B.S.E. Degree (Business Technology)

Second Degree (Student already has earned a BA or BS Degree)

For a more detailed enumeration of all academic requirements and regulations for the Bachelor's Degree, see the 2011-2012 *Undergraduate Bulletin*.

1. Correct number of hours presented for degree.
2. Forty-five (45) junior/senior hours after the completion of 54 semester hours.
3. Completed or enrolled in all required/elective courses.
4. Completed the following courses with a grade of "C" or better:
 - ENG 1003, Freshman English I**
 - ENG 1013, Freshman English II**
 - MATH 1023, College Algebra**
 - CIT 1503, Microcomputer Applications I**
 - ACCT 2033, Intro to Financial Acct**
5. Completed HIST 2763 or 2773, U.S. History or POSC 2103, U.S. Government.
6. Completed at least one HIST course in General Education Requirements.
7. Completed ANTH 2233, Intro/Culture Anthropology or SOC 2213, Principles of Sociology
8. At least 2.50 grade point average overall (including transfer and ASU work) and at least 2.25 GPA at ASU.
9. Minimum grade point average of at least 2.25 calculated on the last grade for each course in the business core or at least a "C" in each course in the core.
10. Minimum grade point average of at least 2.25 calculated on the last grade earned for each course in the major or at least a "C" in each course in the major.
11. Other requirements:
 - a. 32 ASU residence hours.
 - b. At least 50% of the business credit hours required for a baccalaureate degree must be earned in the ASU-Jonesboro College of Business.
 - c. Complete a minimum of 50% of major work at ASU-Jonesboro.
 - d. Credit by correspondence, exam (including CLEP), evaluated military service, and USAFI not to exceed 25%. A maximum of 30 semester hours can be earned by examination.
 - e. Minor (optional) all requirements met (at least 2.25 GPA). Students may have both a major and minor in the College of Business but at least 6 hours in the minor can't be used to

complete the general education and major requirements. (College of Business majors may not have a minor in General Business.)

- f. Double Major (Optional) all requirements met (at least 2.50 GPA). Students may have a double major in the College of Business, but work for both majors must be completed at the same time.
 - g. Second Degree, students must meet the degree requirements under the provisions of the catalog in effect at the time the second degree is awarded. If the first degree was awarded by ASU, the student must only complete the remaining degree requirements in residence. If the first degree was not awarded by ASU, the student must complete a minimum of 32 hours in residence at ASU and meet requirements of the degree sought
 - h. Students are required to demonstrate proficiency in basic computer skills in order to be awarded the degree. This proficiency must be satisfied before enrollment in ECON 2113 Business Statistics in either one of two ways:
 - (1.) completing CIT 1503-Microcomputer Applications, CS 1013-Intro to Computers, **or** an approved alternate course with a grade of "C" or better
 - (2.) Pass the COB hands-on exam.
 12. File an "Intent to Graduate," card, register for graduation and pay the graduation fee when registering for the final enrollment period. (If the student is unable to graduate at the end of the term for which application has been made, a new Intent to Graduate form must be filed during the next term in which the student expects to graduate).
 13. Students must complete graduation requirements under the provisions of an ASU-Jonesboro catalog that is not more than seven years old at the time of the student's graduation, provided the student was enrolled in residence at a regionally accredited institution of higher education during the year the catalog was in effect. The 2011-2012 degree plan expires with the August Commencement in 2018.
- * These courses must be completed before upper-level business courses can be taken.
- ** ANTH 2233 or SOC 2213 must be taken as business major.
- ^ Required only if not taken as part of the general education requirements.
- # See 11(j)