

Update Program Report

Date Submitted: 08/27/2020

Institution
State Technical College of Missouri

Institution Program Title Business Administration

CIP Information

CIP Code:

520204

CIP Program Title:

Office Management and Supervision

CIP Program Description:

A program that prepares individuals to supervise and manage the operations and personnel of business offices and management-level divisions. Includes instruction in employee supervision, management, and labor relations; budgeting; scheduling and coordination; office systems operation and maintenance; office records management, organization, and security; office facilities design and space management; preparation and evaluation of business management data; and public relations.

Institution Program Title:

Business Administration

Previous CIP Information

CIP Code:

520204

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Office Management and Supervision

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A program that prepares individuals to supervise and manage the operations and personnel of business offices and management-level divisions. Includes instruction in employee supervision, management, and labor relations; budgeting; scheduling and coordination; office systems operation and maintenance; office records management, organization, and security; office facilities design and space management; preparation and evaluation of business management data; and public relations.

Institution Program Title:

Business Administration

Degree Level Associate Degree

Degree Type

Current Degree Type:

Associate in Applied Science

Change Degree Type:

Associate in Applied

Science

Options

Current Options:

Update Program Report

General

Accounting

Technical Specialty

Options Added:

Digital Marketing

Options Removed:

Mode of Delivery

Classroom

Previous Modes of Delivery

Classroom

Site(s) Impacted by Change

State Technical College of MissouriOne Technology

Drive,Linn,MO65051

Contact Information

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Clanton

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Phone Number: 573-897-5150



BUSINESS ADMINISTRATION

Classification of Instructional Programs - 52.0204

Associate of Applied Science Degree

General Option

Accounting Option

Technical Specialty Option

		CORE CURRICULUM	Credit Hours	
	103	Accounting Principles I	3	
ACC	103	Accounting Principles II	3	
ACC	110	Accounting and Business Information Systems	3	
ACC	122	Advanced Microsoft Excel	3	
BUS	150	Business Principles	3	
BUS BUS	162	Business Law	3	
BUS	170	Principles of Macroeconomics	3 3 3 3 3 3	
	172	Principles of Microeconomics	3	
BUS	211	Managament	3	
BUS	102	English Composition II: Writing the Research Paper	3	
COM	102	SUB-TOTAL	30	
		GENERAL EDUCATION REQUIREMENTS	3	
Written (Communication			
Oral Communication				
Mathema	tics		3 3 4	
Science v			3	
Social Sc			3	
	l Literacy		19	
) Common	2111-1119	SUB-TOTAL	17	
		PROGRAM REQUIREMENTS		
		General Option	3	
BUS	223	Advanced Microsoft Access	3	
BUS	260	Project Management	3	
MAT	119	Elementary Statistics	3	
Choose	four of the follow	ving courses:	3	
ACC	208	Intermediate Accounting	3 3 3 3	
ACC	212	Income Tax	3	
ACC	265	Managerial Accounting Fund and Governmental Accounting	3	
ACC	295		4	
BUS	140	Internship	3	
BUS	176	Marketing	3	
BUS	230	Business Finance	3	
BUS	290	Essentials of Entrepreneurship	3	
CPP	237	Internet Programming	21-22	
		SUB-TOTAL		



ACC ACC ACC ACC BUS	208 212 265 295 140	Accounting Option Intermediate Accounting Income Tax Managerial Accounting Fund and Governmental Accounting Internship	3 3 3 3 4
OR BUS BUS OR	230 223	Business Finance Advanced Microsoft Access	3
BUS MAT	260 119	Project Management Elementary Statistics SUB-TOTAL	3 3 21-22
OR			
BUS BUS Electives	223 260	Technical Specialty Option Advanced Microsoft Access Project Management Approved electives from any technical specialty area other than Business Administration with a grade of "C" or better. SUB-TOTAL	3 3 15
COM	125	GRADUATION REQUIREMENTS Job Search Strategies SUB-TOTAL	1 1
		It is a graduation requirement of the Business Administration (BUS) program for students to earn a grade of "C" or better in all "Core Curriculum" and "Program Requirements" courses.	
		PROGRAM TOTAL	71-72



BUSINESS ADMINISTRATION

Classification of Instructional Programs - 52.0204

Associate of Applied Science Degree

General Option

Accounting Option

Technical Specialty Option

Agribusiness Option

Digital Marketing Option

CORE CURRICULUM Credit Hours Accounting Principles I 3 ACC 103 Accounting Principles II 104 3 ACC Advanced Microsoft Excel 122 3 BUS **Business Principles** 3 150 **BUS Business Law** 3 162 BUS Principles of Macroeconomics 3 170 BUS Principles of Microeconomics 172 3 BUS Management 211 English Composition II: Writing the Research Paper 3 BUS 102 27 COM SUB-TOTAL GENERAL EDUCATION REQUIREMENTS 3 Written Communication 3 Oral Communication 3 Mathematics 4 Science with Lab 3 3 Social Science Technical Literacy 19 SUB-TOTAL PROGRAM REQUIREMENTS **General Option** Accounting and Business Information Systems 3 110 ACC 3 Advanced Microsoft Access 223 3 BUS Project Management 260 3 BUS **Elementary Statistics** 119 MAT Choose four of the following courses: 3 Intermediate Accounting 3 208 ACC Income Tax 212 ACC Managerial Accounting 265 ACC Fund and Governmental Accounting 295 ACC Internship 140 BUS Marketing 176 BUS **Business Finance** 230 3 BUS Essentials of Entrepreneurship 290 3 **BUS** Internet Programming 237 24-25 CPP SUB-TOTAL



OR			
ACC ACC ACC ACC ACC BUS OR	110 208 212 265 295 140	Accounting Option Accounting and Business Information Systems Intermediate Accounting Income Tax Managerial Accounting Fund and Governmental Accounting Internship	3 3 3 3 4
BUS BUS OR	230 223	Business Finance Advanced Microsoft Access	3
BUS MAT	260 119	Project Management Elementary Statistics SUB-TOTAL	3 3 24-25
OR			
ACC BUS BUS Electives	110 223 260	Technical Specialty Option Accounting and Business Information Systems Advanced Microsoft Access Project Management Approved electives from any technical specialty area other than Business Administration with a grade of "C" or better. SUB-TOTAL	3 3 3 15
OR			
AGR BUS	100 260	Agribusiness Option Introduction to Agribusiness Systems Project Management	3
OR BUS BUS BUS BUS BUS BUS BUS BUS	140 250 254 258 262 266 290	Internship Agribusiness Accounting Agribusiness Economics Agribusiness Finance Agribusiness Management Marketing Agriculture Products Essentials of Entrepreneurship	4 3 3 3 3 3 24-25
OB		SUB-TOTAL	24-23
BUS BUS BUS BUS	176 240 245 260	Digital Marketing Option Marketing Digital Communications I Digital Communications II Project Management	3 3 3 3
OR BUS BUS CPP CPP CPP	140 290 116 237 218	Internship Essentials of Entrepreneurship Graphic Design Internet Programming Internet Programming II SUB-TOTAL	4 3 3 3 24-25



State Technical College of Missouri

After Curriculum

COM

125

GRADUATION REQUIREMENTS

Job Search Strategies SUB-TOTAL

1 1

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PROGRAM TOTAL

71-72