

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

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

Degree Level

Associate Degree

Degree Type

Current Degree Type:

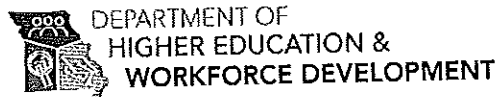
Associate in Applied Science

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 Missouri One Technology
Drive, Linn, MO 65051

Contact Information

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BUSINESS ADMINISTRATION

Classification of Instructional Programs – 52.0204

Associate of Applied Science Degree

General Option

Accounting Option

Technical Specialty Option

CORE CURRICULUM

			Credit Hours
ACC	103	Accounting Principles I	3
ACC	104	Accounting Principles II	3
ACC	110	Accounting and Business Information Systems	3
BUS	122	Advanced Microsoft Excel	3
BUS	150	Business Principles	3
BUS	162	Business Law	3
BUS	170	Principles of Macroeconomics	3
BUS	172	Principles of Microeconomics	3
BUS	211	Management	3
COM	102	English Composition II: Writing the Research Paper	3
		SUB-TOTAL	30

GENERAL EDUCATION REQUIREMENTS

Written Communication	3
Oral Communication	3
Mathematics	4
Science with Lab	3
Social Science	3
Technical Literacy	3
	19
	SUB-TOTAL

PROGRAM REQUIREMENTS

		General Option	
BUS	223	Advanced Microsoft Access	3
BUS	260	Project Management	3
MAT	119	Elementary Statistics	3
		Choose four of the following courses:	
ACC	208	Intermediate Accounting	3
ACC	212	Income Tax	3
ACC	265	Managerial Accounting	3
ACC	295	Fund and Governmental Accounting	3
BUS	140	Internship	4
BUS	176	Marketing	3
BUS	230	Business Finance	3
BUS	290	Essentials of Entrepreneurship	3
CPP	237	Internet Programming	3
		SUB-TOTAL	21-22

OR



		Accounting Option	
ACC	208	Intermediate Accounting	3
ACC	212	Income Tax	3
ACC	265	Managerial Accounting	3
ACC	295	Fund and Governmental Accounting	3
BUS	140	Internship	4
OR			
BUS	230	Business Finance	3
BUS	223	Advanced Microsoft Access	3
OR			
BUS	260	Project Management	3
MAT	119	Elementary Statistics	3
		SUB-TOTAL	21-22

OR

		Technical Specialty Option	
BUS	223	Advanced Microsoft Access	3
BUS	260	Project Management	3
Electives		Approved electives from any technical specialty area other than Business Administration with a grade of "C" or better.	15
		SUB-TOTAL	21

		GRADUATION REQUIREMENTS	
COM	125	Job Search Strategies	1
		SUB-TOTAL	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
ACC	103	Accounting Principles I	3
ACC	104	Accounting Principles II	3
BUS	122	Advanced Microsoft Excel	3
BUS	150	Business Principles	3
BUS	162	Business Law	3
BUS	170	Principles of Macroeconomics	3
BUS	172	Principles of Microeconomics	3
BUS	211	Management	3
COM	102	English Composition II: Writing the Research Paper	3
		SUB-TOTAL	27

GENERAL EDUCATION REQUIREMENTS

Written Communication	3
Oral Communication	3
Mathematics	4
Science with Lab	3
Social Science	3
Technical Literacy	3
SUB-TOTAL	19

PROGRAM REQUIREMENTS

		General Option	
ACC	110	Accounting and Business Information Systems	3
BUS	223	Advanced Microsoft Access	3
BUS	260	Project Management	3
MAT	119	Elementary Statistics	3
Choose four of the following courses:			
ACC	208	Intermediate Accounting	3
ACC	212	Income Tax	3
ACC	265	Managerial Accounting	3
ACC	295	Fund and Governmental Accounting	3
BUS	140	Internship	4
BUS	176	Marketing	3
BUS	230	Business Finance	3
BUS	290	Essentials of Entrepreneurship	3
CPP	237	Internet Programming	3
		SUB-TOTAL	24-25



OR

		Accounting Option	
ACC	110	Accounting and Business Information Systems	3
ACC	208	Intermediate Accounting	3
ACC	212	Income Tax	3
ACC	265	Managerial Accounting	3
ACC	295	Fund and Governmental Accounting	3
BUS	140	Internship	4
OR			
BUS	230	Business Finance	3
BUS	223	Advanced Microsoft Access	3
OR			
BUS	260	Project Management	3
MAT	119	Elementary Statistics	3
		SUB-TOTAL	24-25

OR

		Technical Specialty Option	
ACC	110	Accounting and Business Information Systems	3
BUS	223	Advanced Microsoft Access	3
BUS	260	Project Management	3
Electives		Approved electives from any technical specialty area other than Business Administration with a grade of "C" or better.	15
		SUB-TOTAL	24

OR

		Agribusiness Option	
AGR	100	Introduction to Agribusiness Systems	3
BUS	260	Project Management	3
OR			
BUS	140	Internship	4
BUS	250	Agribusiness Accounting	3
BUS	254	Agribusiness Economics	3
BUS	258	Agribusiness Finance	3
BUS	262	Agribusiness Management	3
BUS	266	Marketing Agriculture Products	3
BUS	290	Essentials of Entrepreneurship	3
		SUB-TOTAL	24-25

OR

		Digital Marketing Option	
BUS	176	Marketing	3
BUS	240	Digital Communications I	3
BUS	245	Digital Communications II	3
BUS	260	Project Management	3
OR			
BUS	140	Internship	4
BUS	290	Essentials of Entrepreneurship	3
CPP	116	Graphic Design	3
CPP	237	Internet Programming	3
CPP	218	Internet Programming II	3
		SUB-TOTAL	24-25



COM	125	GRADUATION REQUIREMENTS	
		Job Search Strategies	1
		SUB-TOTAL	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
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