

St. Augustine College

Associate of Applied Science Degree – Administrative Office Assistant (Technology Concentration)

First	Semester	Credit
ENG 160	Composition I	4
MAT 111	Business Mathematics	4
ACC 101	Principles of Accounting I	4
CIS 102	Intro to Computer Info Systems	4
	Total Hours	16

Second	Semester	Credit
ENG 162	Composition II	4
SPA 222	Hispanic-American Lit	4
SES 101	Comprehensive Word Process	4
BUS 110	Introduction to Business	4
	Total Hours	16

First	Semester	Credit
SES 210	Desktop Publishing	4
SES 105	Integrated Office Applications	4
ENG 165	Speech	4
CIS 106	Database Applications	4
	Total Hours	16

Second	Semester	Credit
SES 230	Office Procedures	4
SES 250	Business Communications	4
HIS 104 or HIS 105 or PSC 103	Survey US History to 1865 OR Survey US History Since 1865 OR American Gov & Politics	4
SES 280	Internship Experience	2
	Total Hours	14

*St. Augustine College is on the semester system. All courses are 4 semester hours each.

Robert Morris College

Bachelor of Business Administration Degree – Management

Quarter 7		Credit
MGT 310	Contemporary Applied Management	4
SCI	Science Elective	4
SSC 303	Macroeconomic Principles	4
MKT 305	Marketing Principles	4
	Total Hours	16

Quarter 8		Credit
MKT 370	Global Marketing Practices	4
ENG 325	Writing for the Community	4
SSC 304	Microeconomic Principles	4
ACC 111	Principles of Accounting II	4
	Total Hours	16

Quarter 9		Credit
CMT 350	Career Management	4
HUM	Humanities Elective	4
MGT 350	Human Resources Management	4
ACC 112	Principles of Accounting III	4
	Total Hours	16

Quarter 10		Credit
ACC 300	Managerial Accounting	4
MAT 320	Statistics for Business & Social Sciences	4
SSC	Social Science Elective	4
MGT 340	Organizational Behavior	4
	Total Hours	16

Quarter 11		Credit
MKT 440	Marketing Problems & Applications	4
FIN 300	Principles of Finance	4
CIS 310	Management Information Systems	4
MGT 400	Operations Management	4
	Total Hours	16

Quarter 12		Credit
HUM 310	Comparative Contemporary Literature	4
MGT 450	Business Strategy & Policy	4
MKT 313 or BUS 356	Internship	4
SCI	Science Elective	4
	Total Hours	16

Total St. Augustine College hours = 62 semester hours/93 quarter hours

Total Robert Morris College Hours = 96 quarter hours

Total hours for degree = 189 quarter hours