



STUDENT NAME _____ DATE _____

**Business Management: Administrative Professions A.A.S. at Harford to
B.S. IN MANAGEMENT STUDIES AT UMUC**

This worksheet is designed to help you plan and track your progress toward your degrees. For full course descriptions, please refer to the current undergraduate *Catalog*.

Courses taken at Harford Community College <i>Changes in recommended courses may affect other elements of the degree plan. Lower level equivalents of UMUC upper level courses fulfill content requirements but not upper-level minimum credit requirements</i>	UMUC Equivalent Course
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GENERAL EDUCATION REQUIREMENTS (GenEd) (22 credits)		
Speech/writing GenEd	CMST 105 Interpersonal Communication (3)	
WRTG 101 Writing GenEd	ENG 101 English Composition (3)	WRTG 101
First arts and humanities GenEd	PHIL 221 Business Ethics (3)	
First social and behavioral sciences GenEd	ECON 101 or ECON 102 (3) <i>Recommended behavioral/social science elective</i>	ECON 201 or ECON 203
Biological and physical science with lab GenEd	Biological/Physical Lab Science elective (4)	
Second arts and humanities GenEd	ART 201 or ART 202 (3) <i>Recommended arts and humanities to meet UMUC historic requirement</i>	
Mathematics GenEd	MATH 101 or MATH 111 (3) <i>Recommended math GenEd</i>	
INTERDISCIPLINARY AND EMERGING ISSUES (5 credits)		
BA 210 Business Computer Applications (3)		
PE Fitness elective (1) and PE elective (1)		
BUSINESS MANAGEMENT RELATED COURSES (35 credits)		
◆ BA 101 Introduction to Business (3) <i>Required foundation course for major</i>		◆ BMGT 110
OS 100 Keyboarding Basics (1)		
OS 113 Intermediate Keyboarding and Document Processing (3)		
OS 214 Advanced Keyboarding and Document Processing (3)		
OS 129 Introduction to Office Procedures and Management (4)		
◆ OS 136 Introduction to Bookkeeping: Quickbooks (3) <i>Supplemental course for major</i>		◆
OS 116 Communication Technologies (4)		
◆ BA 245 Contemporary Issues in Business (3) <i>Supplemental course for major</i>		◆
BA 212 Internet Research (1)		
OS 245 End User Technology Solutions (3)		
ENG 216 Business Communications (3)		
◆ MATH 216 Introduction to Statistics (4) <i>Recommended elective. Required foundation course for major</i>		◆ STAT 200
Credits transferred: 62 credits		

SEQUENCE at UMUC

Courses are listed in the order in which students should take them.
Changes in courses and order may affect other elements of the degree plan.

NOTES**ADDITIONAL REQUIRED GENERAL EDUCATION COURSES FOR DEGREE (9 credits)** *If requirement is completed in degree at community college, these credits may be used for electives*

English Writing GenEd	WRTG 291 (3) <i>Or other writing GenEd course</i>	
Biological and Physical Sciences GenEd	NSCI 362 (3) <i>Or other upper-level biological and physical sciences GenEd</i>	UL
Second Behavioral and Social sciences GenEd	ANTH 344 (3) <i>Or other upper-level behavioral and social sciences GenEd from a second discipline</i>	UL

EMERGING ISSUES (7 credits)

LIBS 150 (1) <i>Required GenEd course</i>	
IFSM 201 or CMST 303 (3) <i>First computing GenEd course</i>	
IFSM 300 (3) <i>Or ACCT 326 for second computing GenEd (but note prerequisite of ACCT 221). Related requirement for major</i>	UL

ADDITIONAL REQUIRED COURSES FOR MAJOR AND DEGREE (24 credits)

◆ ACCT 220 or ACCT 301 (3) <i>Required foundation course for major</i>	
◆ HRMN 302 (3) <i>Required foundation course for major</i>	UL
WRTG 394 (3) <i>Or other upper-level advanced writing GenEd course</i>	UL
◆ BMGT 364 (3) <i>Required core course for major</i>	UL
◆ BMGT 365 (3) <i>Required core course for major</i>	UL
◆ BMGT 464 or BMGT 465 (3) <i>Required core course for major</i>	UL
◆ MRKT 310 (3) <i>Or other supplemental major course (any ACCT, BMGT, ENMT, FINC, HRMN, MRKT)</i>	UL
◆ BMGT 317 (3) <i>Or other supplemental major course</i>	UL

CAPSTONE COURSE FOR MAJOR (3 credits) *To be taken after all other courses for the major*

◆ BMGT 485 (3) <i>Required capstone course for major</i>	UL
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MINOR OR ELECTIVES (15 credits, at least 9 credits upper-level for minor)

See requirements of individual minor.	UL
	UL
	UL
	UL

TOTAL: 120 CREDITS**CHECKLIST FOR FULFILLMENT OF DEGREE REQUIREMENTS** See catalog for overview of all requirements.

<input type="checkbox"/> 30 credits at UMUC, including at least half of the major and minor and 15 upper level credits.	<input type="checkbox"/> All General Education Requirements.
<input type="checkbox"/> 45 upper-level credits, including half the credit for the major and the minor.	<input type="checkbox"/> Grade of C or better in all courses for the major and minor.
<input type="checkbox"/> All required courses <u>and</u> minimum number of credits for major and minor.	<input type="checkbox"/> Overall GPA of at least 2.0.
<input type="checkbox"/> Prerequisites for major and minor courses, if needed.	<input type="checkbox"/> At least half the credit for the major earned through graded coursework.
	<input type="checkbox"/> Total 120 credits.

NOTES: