



TARLETON STATE UNIVERSITY
DEPARTMENT OF MANAGEMENT, MARKETING AND ADMINISTRATIVE SYSTEMS (MMAS)
BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE IN
ADMINISTRATIVE SYSTEMS
(120 HOUR PROGRAM – FALL 2008 UPDATE)

GENERAL EDUCATION REQUIREMENTS

| TSU REQUIRED | HOURS | ACCEPTABLE TRANSFER EQUIVALENTS |
|---|--------------|--|
| ENGL 111, 112 | 6 | ENGL 1301, 1302 |
| COMS 101, 102, 301 | 3 | SPCH 1315, 1318, 1321 |
| MATH 107 OR ABOVE | 3 | MATH 1314 OR ABOVE |
| 7 HOURS LAB SCIENCE | 7 | BIOLOGY, GEOLOGY, CHEMISTRY, PHYSICS |
| VISUAL AND PERFORMING ARTS (SEE CATALOG FOR LISTING) | 3 | ART 1301, 1303, 1304 MUSI 1306, DRAM 1310 |
| SOPH LITERATURE | 3 | ANY 2000 LEVEL LITERATURE COURSE (ENGLISH DEPARTMENT) |
| HIST 201, 202 | 6 | HIST 1301, 1302 |
| POLS 201, 202 | 6 | GOVT 2302 OR 2305 = POLS 201 GOVT 2301 OR 2306 = POLS 202 |
| SOCIAL AND BEHAVIORAL SCIENCES (SEE CATALOG*) | 3 | FROM APPROVED LISTING OF COURSES |
| WELLNESS (HLTH 101 or 2 HOURS ACTIVITY PE) | 2 | PHED 1373 OR 2 HOURS ACTIVITY PE |

*SEE CATALOG FOR COMPLETE LISTING OF COURSE OPTIONS

COBA CORE BUSINESS REQUIREMENTS

| | | |
|-----------------------------|-----|--|
| ACC 203, 204 | 6/8 | ACCT 2301 OR 2401 = ACC 203 ACCT 2302 OR 2402 = ACC 204 |
| ECO 201 | 3 | ECON 2301 |
| ECO 202 | 3 | ECON 2302 |
| MGMT 301 | 3 | |
| MKTG 314 | 3 | |
| G B 311 | 3 | |
| G B 432 | 3 | |
| G B 433 OR MGMT/CIS/ACC 450 | 3 | |
| G B 444 | 3 | |
| G B 459 | 3 | |
| CIS/ACC 301 | 3 | |
| FIN 301 | 3 | |

DEGREE SPECIFIC COURSE REQUIREMENTS

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|---------------------|--|
| G B 103 | BUSINESS AND SOCIETY (BUSI 1301) |
| G B 312 OR ENGL 309 | BUSINESS CORRESPONDENCE OR TECHNICAL WRITING |
| ADMS 105 | INTERMEDIATE KEYBOARDING |
| ADMS 314 | ADVANCED DOCUMENT PRODUCTION |
| ADMS 315 | WORD PROCESSING |
| ADMS 316 | ADVANCED WORD PROCESSING |
| ADMS 413 | ADMINISTRATIVE INFORMATION SYSTEMS |
| ADMS 414 | ADMINISTRATION OF THE ELECTRONIC OFFICE |
| ADMS ELECTIVES | 6 HOURS OF ADVANCED ADMS ELECTIVES |
| MGMT 302 | PERSONNEL/HUMAN RESOURCE MANAGEMENT |
| ELECTIVES*** | 6 HOURS |

**SEE CATALOG FOR COMPLETE LISTING OF DESIGNATED COURSES

***SUFFICIENT ADVANCED ELECTIVES TO MEET THE 45 ADVANCED HOUR REQUIREMENT

TOTAL HOURS REQUIRED FOR BBA IN ADMINISTRATIVE SYSTEMS DEGREE PROGRAM

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|--|------------------------|
| GENERAL EDUCATIONS REQUIREMENTS | 42 HOURS |
| COBA CORE REQUIREMENTS | 39 HOURS |
| DEGREE SPECIFIC REQUIREMENTS | <u>39 HOURS</u> |
| TOTAL HOURS | 120 HOURS |