



TARLETON STATE UNIVERSITY
DEPARTMENT OF MANAGEMENT, MARKETING AND ADMINISTRATIVE SYSTEMS (MMAS)
BACHELOR OF SCIENCE (BS) DEGREE IN
ADMINISTRATIVE SYSTEMS (WITH EDUCATOR CERTIFICATION)
(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	3/4	ACCT 2301 OR 2401
ECO 201	3	ECON 2301
MGMT 301	3	
G B 432	3	
G B 444	3	

DEGREE SPECIFIC COURSE REQUIREMENTS

G B 103	BUSINESS AND SOCIETY (BUSI 1301)
G B 312	BUSINESS CORRESPONDENCE
FIN 101	PERSONAL FINANCE
CIS 103 OR 300	COMPUTER CONCEPTS AND APPLICATIONS OR COMPUTER TECHNOLOGY AND IMPACT
ADMS 105	INTERMEDIATE KEYBOARDING
ADMS 314	ADVANCED DOCUMENT PRODUCTION
ADMS 315	WORD PROCESSING
ADMS 316	ADVANCED WORD PROCESSING
ADMS 318	CURRENT ISSUES IN BUSINESS TECHNOLOGY
ADMS 319	CURRENT ISSUES IN BUSINESS OPERATIONS
ADMS 413	ADMINISTRATIVE INFORMATION SYSTEMS
ADMS 414	ADMINISTRATION OF THE ELECTRONIC OFFICE
EDU 320, 330, 430, 435, 490*	PROFESSIONAL DEVELOPMENT COURSES
PSY 303, RDG 351*	PROFESSIONAL DEVELOPMENT COURSES
SOPHOMORE ENGLISH	ANY 2000 LEVEL ENGLISH COURSE

**SEE ACADEMIC ADVISOR IN DEPARTMENT FOR ADDITIONAL INFORMATION REGARDING PROFESSIONAL DEVELOPMENT COURSES

TOTAL HOURS REQUIRED FOR BS IN ADMINISTRATIVE SYSTEMS (WITH EDUCATOR CERTIFICATION)
DEGREE PROGRAM

GENERAL EDUCATIONS REQUIREMENTS	42 HOURS
COBA CORE REQUIREMENTS	15 HOURS
DEGREE SPECIFIC REQUIREMENTS	<u>63 HOURS</u>
TOTAL HOURS	120 HOURS