



**Business
Management &
Administration**

Business Path



**Business Management
& Tech**

- Business Management
- Information Technology
- Marketing, Sales &
Service

Marshall High School and Saline County Career Center

Program of Study for the Career Path: Business Management & Tech Career Cluster: Business Management and Administration
Career Pathways: General Management. Human Resources Management. Business Info Management. Administrative Support. Operations Management

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

Education Levels	Grade	English 4 credits	Math 3 credits	Science 3 credits	Social Studies 3 credits	Other Required Courses 4 credits PE 1 credit Fine Art 1 credit Pract Art 1credit Health ½ credit Pers Fin ½ credit	Electives 8 Credits Career & Technical Courses and/or Degree Major Courses	Credit Totals each year (25 credits required for graduation)	SAMPLE Occupations Relating to this Pathway
Secondary	9	Eng I (1)	Algebra I (1)	IPC (1)	American History (1)	Keyboarding (1) Any Fine Art (1) PE (1)	Intro to Business (1) Spanish I (1)		<ul style="list-style-type: none"> • Administrative Assistant • Advertising Sales Person • Auditor • Business Consultant • Certified Public Accountant • E-Commerce Analyst • Entrepreneur • Facilities Manager • Finance Director • Human Resources Manager • Investment Executive • Marketing Analyst • Medical Transcriptionist • Office Manager • OSHA/ADA Compliance • Personnel Recruiter • Public Relations Manager • Sales Representative • Wholesale and Retail Buyer • Accountant • Actuary • Bill and Account Collector • Commodities Representative • Controller • Credit Analyst • Debt Counselor • Economist • Financial Planner • Foreign Exchange Manager • Insurance Broker • Internal Auditor • Loan Officer • Customer Service Rep.
	10	Eng II (1)	Geometry (1)	Biology (1)	Am. History 2 (1/2) <u>Choose one</u> Sociology (1/2) World Civilizations (1/2) Honors W. Civ. (1/2) Geography (1/2) Contemporary Issues (1/2 or 1)		Business Law (1/2) Entrepreneurship (1/2) Spanish II (1) Accounting I (1) Forensics (1/2, 1) Webpage Design (1)		
	11	<u>Choose One</u> Eng III (1) Eng III Wt. (1) Pre AP (1)	Algebra II (1) AP Stat. (1)	<u>Choose One</u> Human Phys. (1) Chemistry I (1)	Government (1)	Pers. Fin.(1/2) Health (1/2)	Spanish III (1) Comp. Acct. II (1) Marketing I (1) Pubic Speaking (½) Comp. Bus. App. (1) Graphic Arts (1)		
	12	<u>Choose one</u> English IV Wt. (1) EN 130/160 (1) AP English (1) Tech Writing (1) Myth to Modern (1)	<u>Math Elective</u> Honors Adv. Math (1) AP Calculus (1) College Algebra (1)	<u>Science Elective</u> Physics (1) Chemistry II (1) AP Biology (1)	<u>SS Elective</u> Psychology (1) Adv. Am. History (1)		Spanish IV (1) Adv. Marketing (1) Marketing Work (1)		
Credit Totals in each area							(28 or more)		

*See back for college information.

Area Career Centers		2-Year Community Colleges	4-Year Colleges	High School Activities
Postsecondary	Saline County Career Center http://www.marshallschools.com/sccc/index.html	Linn State Technical College www.linnstate.edu	Central Methodist University www.centralmethodist.edu	Skills USA DECA FBLA
		Metropolitan Community Colleges www.mcckc.edu	Missouri State University, Springfield www.missouristate.edu	
		Moberly Area Community College www.macc.edu	Missouri Valley College www.moval.edu	
		Ozarks Technical Community College www.otc.edu	Northwest Missouri State University www.nwmissouri.edu	
		State Fair Community College www.sfccmo.edu	Truman State University www.truman.edu	
			University of Central Missouri www.ucm.edu	
			University of Missouri-Columbia www.missouri.edu	
			University of Missouri-Kansas City www.umkc.edu	
			MO University of Science & Technology www.ust.edu	

**ARTICULATION AGREEMENT
STATE FAIR COMMUNITY COLLEGE**

College Program: Business
 Area Technical School: Saline County Career Center, Marshall

Recommended Prerequisite Courses that do not articulate:

Applied Communication Computer Operation+
 Keyboarding+ Applied Mathematics I & II (or Algebra I)

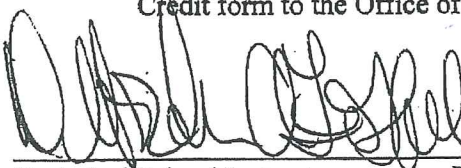
+ May be middle school or high school course.

Courses available for articulation:


<u>CTE Course</u>	<u>SFCC Course</u>	<u>Credit Hours</u>
Computer Business Applications	CAPP125 Microcomputer Applications	3
Fundamentals of Marketing AND Advanced Marketing	BSMT106 Principles of Marketing	3
Accounting I & II	ACCT109 Applied Accounting Procedures	3

Criteria for Articulation:

- Student meets the basic standards for credit as defined in the General Articulation Agreement including earning a "B" (3.0) or better in the above courses.
- Student contacts the SFCC Admissions Office to verify that admissions file is complete. **Be sure to identify themselves as a student enrolling with articulated credit.** Student makes an appointment with the Articulation/Academic Counselor to enroll.
- School (or student) submits a completed Recommendation for Articulated College Credit form to the Office of College & Career Readiness – Dual Credit.


 Technical School Instructor 03/26/12
 Date


 Technical School Instructor 3/26/12
 Date


 SFCC Instructor 4/5/12
 Date



**Associate of Applied Science (AAS) in Business Management
with Management Specialty
2012-2014 Advising Worksheet**



Please consult your advisor for the order in which courses should be taken

Advisors for this major:

Ross Blankenship, ph. 660-596-7284

rblankenship@sfccmo.edu

Prerequisite Information

P= Course has a prerequisite or minimum placement score

Skill Enhancement Courses

Some or all of the following skill enhancement courses may be required depending on your ACT, ASSET, or COMPASS scores. Courses with numbers below 100 will not apply toward graduation requirements. Your advisor will help you determine which of these courses, if any, you will need to take. In many cases, they must be taken your first semester.

- BSKL 002 Introduction to Reading Skills 3
- BSKL 003 Introduction to Sentence Skills 3
- BSKL 004 Introduction to Math Skills 3
- BSKL010 Introduction to Paragraphs 3
- BSKL 014 Introduction to Reading Concepts 3
- BSKL 015 Reading 3
- BSKL 020 Introduction to Essays 3
- BSKL 061 Pre-Algebra 3
- BSKL 064 Elementary Algebra 3

Graduation Information

- Completed the minimum required hours?
- Completed all required courses?
- 15 hours completed at SFCC?
- Transferring credit back & Registrar approved?
- MO Constitution requirement met?
- GPA (A minimum of 2.0 Institutional and overall is required for graduation)
- Exit Exam scheduled/taken?
- Application for Graduation completed? (Students should apply for graduation immediately after enrolling for their last semester)

	✓	Degree Requirements	
P		BADM101 Introduction to Business	3
P		MATH101 Business Math (or) MATH112 Intermediate Algebra	3
P		BSMT108 Principles of Management	3
P		ENGL101 English Composition I	3
P		CAPP125 Microcomputer Applications	3
P		BSMT110 Salesmanship	3
		Wellness Course (see choices below)	1
P		BSMT106 Principles of Marketing	3
P		BADM107 Personal Finance	3
P		ENGL110 Business Communications (or) SPTH101 Public Speaking	3
P		ACCT101 Principles of Financial Accounting	3
P		BSMT175 Business Management Internship	3 or 6
P		ACCT102 Managerial Accounting	3
P		BADM103 Legal Environment of Business	3
P		BSMT117 Human Resource Management	3
P		Program Electives (see choices below)	6
P		ECON101 Principles of Macroeconomics	3
P		SS120 Employment Strategies	1
P		BSMT125 Human Relations	3
P		BADM 109 Business Ethics	3
P		HIST101 U.S. History Before 1877 (or) HIST102 U.S. History Since 1877 (or) POLS101 American/National Government	3
P		BSMT130 Business Strategies	3
		Degree Total	65

Program Electives - Select 6 hours:

ACCT132, BSMT118, BSMT120, BSMT132, CAPP160, CAPP166, PHIL104, PSY101, SOC100, (or) WEB116

Wellness Course - Select one course from the following:

EDUC110, HLTH101, WELL116, WELL117, WELL118, WELL119, WELL121, (or) WELL122

Internship Note: With prior approval from the program coordinator, in the case that BSMT175 can not be taken - 3 hours from the following list may be substituted: ACCT137, CAPP164, ECON102, IEM146 (or) SOC120.

Not all courses are offered every semester

This worksheet is to be used as a guide and may be subject to change without prior notice. Updated 3-21-12.



**Associate of Applied Science (AAS) in Business Management
with Office Management Specialty
2012-2014 Advising Worksheet**



Technology courses must be completed within 5 years of graduation unless the student has been continuously enrolled for a longer period of time. Students must type 52 words/minute with a max of 5 errors to receive the degree.

Please consult your advisor for the order in which courses should be taken

Advisors for this major:

Jodi Fudge, ph. 660-596-7260

jfudge@sfccmo.edu

Prerequisite Information

P= Course has a prerequisite or minimum placement score

Skill Enhancement Courses

Some or all of the following skill enhancement courses may be required depending on your ACT, ASSET, or COMPASS scores. Courses with numbers below 100 will not apply toward graduation requirements. Your advisor will help you determine which of these courses, if any, you will need to take. In many cases, they must be taken your first semester.

- BSKL 002 Introduction to Reading Skills 3
- BSKL 003 Introduction to Sentence Skills 3
- BSKL 004 Introduction to Math Skills 3
- BSKL010 Introduction to Paragraphs 3
- BSKL 014 Introduction to Reading Concepts 3
- BSKL 015 Reading 3
- BSKL 020 Introduction to Essays 3
- BSKL 061 Pre-Algebra 3
- BSKL 064 Elementary Algebra 3

Graduation Information

- Completed the minimum required hours?
- Completed all required courses?
- 15 hours completed at SFCC?
- Transferring credit back & Registrar approved?
- MO Constitution requirement met?
- GPA (A minimum of 2.0 Institutional and overall is required for graduation)
- Exit Exam scheduled/taken?
- Application for Graduation completed? (Students should apply for graduation immediately after enrolling for their last semester)

	✓	Prerequisite	
		*OADM104 Keyboarding (test out-see advisor)	3
	✓	Degree Requirements	
*Courses to complete with a grade of B or higher			
**Courses to complete with a grade of C or higher			
P		CAPP125 Microcomputer Applications	3
P		BSMT110 Salesmanship (or) BSMT106 Principles of Marketing	3
P		MATH101 Business Math (or) MATH112 Intermediate Algebra	3
P		ENGL101 English Composition I (or) ENGL112 Technical Writing	3
P		**OADM118 Transcription Skills	3
		Wellness Course (see choices below)	1
P		BSMT108 Principles of Management	3
P		ACCT101 Principles of Financial Accounting (or) ACCT109 Applied Accounting Procedures	3
P		ENGL110 Business Communications	3
P		BADM107 Personal Finance	3
P		**CAPP166 Excel	3
P		**OADM121 Calculators	1
P		**OADM106 Document Formatting	2
P		*OADM127 Skillbuilding for Office Management	1
P		**OADM116 Records and Database Management	3
P		**CAPP160 Word	3
P		BADM109 Business Ethics	3
P		BSMT117 Human Resource Management	3
P		HIST101 U.S. History Before 1877 (or) HIST102 U.S. History Since 1877 (or) POLS101 American/National Government	3
P		BSMT125 Human Relations	3
P		BADM103 Legal Environment of Business	3
P		**CAPP164 Access	3
P		**OADM134 Office Management	3
P		**OADM175 Office Management Internship	3
P		SS120 Employment Strategies	1
Degree Total			66

Wellness Course - Select one course from the following:	
EDUC110, HLTH101, WELL116, WELL117, WELL118, WELL119, WELL121, (or) WELL122	

Not all courses are offered every semester

This worksheet is to be used as a guide and may be subject to change without prior notice. Updated 3-21-12.

Marshall High School and Saline County Career Center

Program of Study for the Career Path: Business Management & Tech Career Cluster: Information Technology

Career Pathways: Network Systems, Information and Support Services, Web and Digital Communications. Programming and Software Development

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

Education Levels	Grade	English 4 credits	Math 3 credits	Science 3 credits	Social Studies 3 credits	Other Required Courses 4 credits <small>PE 1 credit Fine Art 1 credit Pract Art 1 credit Health ½ credit Pers Fin ½ credit</small>	Electives 8 Credits <small>Career & Technical Courses and/or Degree Major Courses</small>	Credit Totals each year <small>(25 credits required for graduation)</small>	SAMPLE Occupations Relating to this Pathway
Secondary	9	Eng I (1)	Alg-1 (1)	IPC (1)	American History (1)	Keyboarding (1) PE (1) Fine Art (Any) (1)	Intro to Bus. (1) Spanish I (1) Computer Service Repair (1)		<ul style="list-style-type: none"> • Database Administrator • Data Systems Designer • E-Business Specialist • Game Developer • Information Technology Engineer • Media Specialist • Network Administrator • Network Security Analyst • PC Support Specialist • Programmer • Software Applications Specialist • Systems Administrator • Telecommunications Network Technician • User support Specialist • Virtual Reality Specialist • Web Architect/Designer
	10	Eng II (1)	Geometry (1)	Biology (1)	Am. History 2 (1/2) <u>Choose one</u> Sociology (1/2) World Civilizations (1/2) Honors W. Civ. (1/2) Geography (1/2) Contemporary Issues (1/2 or 1)		Business Law (1/2) Entrepreneurship (1/2) Spanish II Forensics (1) Web Page Design (1) Video Productions (1)		
	11	<u>Choose one</u> Eng III (1) Eng III Wt. (1) Pre AP (1)	Algebra II (1)	<u>Choose one</u> Chemistry I (1) Human Phys. (1) Electricity and Magnetism (1/2) CSI (1)	Government (1)	Personal Finance (1/2) Health (1/2)	Spanish III (1) Comp Bus App (1) Graphic Arts (1) Networking I (1) Marketing I (1) Video Productions 2 (1)		
	12	<u>Choose one</u> English IV Wt. (1) EN 130/160 (1) AP English (1) Tech Writing (1) Myth to Modern (1)	<u>Math Elective</u> AP Statistics (1) Honors Adv. Math (1) AP Calculus (1) College Algebra (1)	<u>Science Elective</u> Physics (1) Chemistry II (1) AP Biology (1)	<u>SS Elective</u> Psychology (1)		Spanish IV (1) Networking II (1) Adv. Marketing (1)		
Credit Totals in each area								(28 or more)	

*See back for college information.

Area Career Centers		2-Year Community Colleges	4-Year Colleges	High School Activities
Postsecondary	Saline County Career Center http://www.marshallschools.com/sccc/index.html	Linn State Technical College www.linnstate.edu	Central Methodist University www.centralmethodist.edu	Skills USA TSA
		Metropolitan Community Colleges www.mcckc.edu	Missouri State University, Springfield www.missouristate.edu	
		Moberly Area Community College www.macc.edu	Missouri Valley College www.moval.edu	
		Ozarks Technical Community College www.otc.edu	Northwest Missouri State University www.nwmissouri.edu	
		State Fair Community College www.sfccmo.edu	Truman State University www.truman.edu	
			University of Central Missouri www.ucm.edu	
			University of Missouri-Columbia www.missouri.edu	
			University of Missouri-Kansas City www.umkc.edu	
			MO University of Science & Technology www.ust.edu	

Industry Based Certifications obtained through SCCC programs:
CSR, A+ Technician.
Networking 1, CCENT, Cysco Certified Entry Net Technician.
Networking 2, Cysco Certified Network Associate.

**ARTICULATION AGREEMENT
STATE FAIR COMMUNITY COLLEGE**

College Program: Network Administration
 Area Technical School: Saline County Career Center, Marshall

*Recommended Prerequisite Courses that **do not** articulate:*

Applied Communications	Computer Operation+
Keyboarding+	Applied Mathematics I
Principles of Technology	Applied Mathematics II

+ May be middle school or high school course.

Courses available for articulation:

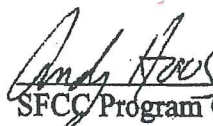
<u>CTE Course</u>	<u>SFCC Course</u>	<u>Credit Hours</u>
Network Administration I	NET150	Cisco Networking 3
	NET151	Cisco Router Basics 3
Network Administration II	NET152	Cisco Switching Basics 3
	NET153	Cisco WAN 3
Computer Service & Repair	NET140	PC Hardware 3
Microcomputer Applications (or similar course)**	CAPP125	Microcomputer Applications 3

** Provided *Business Agreement* is in place with school where course was taken.

Criteria for Articulation:

- a. Student meets the basic standards for credit as defined in the General Articulation Agreement including earning a "B" (3.0) or better in the above courses.
- b. Student contacts the SFCC Admissions Office to verify that admissions file is complete. **Be sure to identify themselves as a student enrolling with articulated credit.** Student makes an appointment with the Articulation/Academic Counselor to enroll.
- c. School (or student) submits a completed *Recommendation for Articulated College Credit* form to the Office of College & Career Readiness – Dual Credit.


 Technical School Instructor 3/21/2012
 Date


 SFCC Program Coordinator 3/14/2012
 Date



Associate of Applied Science (AAS) in Network Administration 2012-2014 Advising Worksheet



Please consult your advisor for the order in which courses should be taken

Advisors for this major:

Andy Hoos, ph. 660-596-7278
mhoos@sfccmo.edu

Prerequisite Information

P= Course has a prerequisite or minimum placement score

Skill Enhancement Courses

Some or all of the following skill enhancement courses may be required depending on your ACT, ASSET, or COMPASS scores. Courses with numbers below 100 will not apply toward graduation requirements. Your advisor will help you determine which of these courses, if any, you will need to take. In many cases, they must be taken your first semester.

- | | |
|--|---|
| <input type="checkbox"/> BSKL 002 Introduction to Reading Skills | 3 |
| <input type="checkbox"/> BSKL 003 Introduction to Sentence Skills | 3 |
| <input type="checkbox"/> BSKL 004 Introduction to Math Skills | 3 |
| <input type="checkbox"/> BSKL010 Introduction to Paragraphs | 3 |
| <input type="checkbox"/> BSKL 014 Introduction to Reading Concepts | 3 |
| <input type="checkbox"/> BSKL 015 Reading | 3 |
| <input type="checkbox"/> BSKL 020 Introduction to Essays | 3 |
| <input type="checkbox"/> BSKL 061 Pre-Algebra | 3 |
| <input type="checkbox"/> BSKL 064 Elementary Algebra | 3 |

Graduation Information

- Completed the minimum required hours?
- Completed all required courses?
- 15 hours completed at SFCC?
- Transferring credit back & Registrar approved?
- MO Constitution requirement met?
- GPA (A minimum of 2.0 Institutional and overall is required for graduation)
- Exit Exam scheduled/taken?
- Application for Graduation completed? (Students should apply for graduation immediately after enrolling for their last semester)

	✓	Degree Requirements	
Note: If you need BSKL courses your first semester, you should also take: NET102			
*Courses to complete with a grade of C or higher			
P		*MATH108 Technical Math II (or) *MATH112 Intermediate Algebra	3
P		PHYS125 Technical Science	4
P		*CAPP125 Microcomputer Applications	3
		*NET102 Networking I (or) *NET150 CISCO Networking	3
P		ENGL101 English Composition I (or) ENGL112 Technical Writing	3
		Wellness Course (see choices below)	1
P		*NET120 Network Server	3
		*NET106 Networking II	3
		*NET130 TCP/IP	3
P		*NET151 CISCO Router Basics	3
P		HIST101 U.S. History Before 1877 (or) HIST102 U.S. History Since 1877 (or) POLS101 American/National Government	3
P		*NET126 Network Client	3
P		*NET152 CISCO Switching Basics	3
P		*NET138 Network Directory Services	3
		*NET140 PC Hardware	3
		*NET142 PC Operating Systems	3
P		ENGL102 English Composition II (or) ENGL110 Business Communications	3
		Program Electives (see choices below)	9
P		*NET158 Network Firewalls	3
P		*NET175 Network Administration Internship	4
P		SS120 Employment Strategies	1
Degree Total			67

Program Electives - Select 9 hours:

CIS (except CIS103), IEM, NET, (or) WEB

Wellness Course - Select one course from the following:

EDUC110, HLTH101, WELL116, WELL117, WELL118, WELL119, WELL121, (or) WELL122

Not all courses are offered every semester

This worksheet is to be used as a guide and may be subject to change without prior notice. Updated 3-21-12.



**Associate of Applied Science (AAS) in Networking
with Emphasis in PC Technician
2012-2014 Advising Worksheet**



Advisors for this major:

Andy Hoos, ph. 660-596-7278
mhoos@sfccmo.edu

Prerequisite Information

P= Course has a prerequisite or minimum placement score

Skill Enhancement Courses

Some or all of the following skill enhancement courses may be required depending on your ACT, ASSET, or COMPASS scores. Courses with numbers below 100 will not apply toward graduation requirements. Your advisor will help you determine which of these courses, if any, you will need to take. In many cases, they must be taken your first semester.

- BSKL 002 Introduction to Reading Skills 3
- BSKL 003 Introduction to Sentence Skills 3
- BSKL 004 Introduction to Math Skills 3
- BSKL010 Introduction to Paragraphs 3
- BSKL 014 Introduction to Reading Concepts 3
- BSKL 015 Reading 3
- BSKL 020 Introduction to Essays 3
- BSKL 061 Pre-Algebra 3
- BSKL 064 Elementary Algebra 3

Graduation Information

- Completed the minimum required hours?
- Completed all required courses?
- 15 hours completed at SFCC?
- Transferring credit back & Registrar approved?
- MO Constitution requirement met?
- GPA (A minimum of 2.0 Institutional and overall is required for graduation)
- Exit Exam scheduled/taken?
- Application for Graduation completed? (Students should apply for graduation immediately after enrolling for their last semester)

Please consult your advisor for the order in which courses should be taken

		✓	Degree Requirements	
Note: If you need BSKL courses your first semester, you should also take: NET102				
P			MATH108 Technial Math II (or) MATH112 Intermediate Algebra	3
P			PHYS125 Technical Science	4
			IEM102 Electric Fundamentals	3
P			ENGL101 English Composition I (or) ENGL112 Technical Writing	3
			NET102 Networking I (or) NET150 CISCO Networking	3
P			HIST101 U.S. History Before 1877 (or) HIST102 U.S. History Since 1877 (or) POLS101 American/National Government	3
			Wellness Course (see choices below)	1
P			ENGL102 English Composition II (or) ENGL110 Business Communications	3
P			NET120 Network Server	3
			NET106 Networking II	3
P			CAPP125 Microcomputer Applications	3
P			IEM116 Solid State Devices	3
P			IEM110 Digital Principles and Applications	3
P			NET126 Network Client	3
			NET140 PC Hardware	3
			NET142 PC Operating Systems	3
			Program Electives (see choices below)	12
P			NET151 CISCO Router Basics	3
P			NET175 Network Administration Internship	4
P			SS120 Employment Strategies	1
Degree Total				67

Program Electives - Select 12 hours:
CIS, IEM, (or) NET

Wellness Course - Select one course from the following:
EDUC110, HLTH101, WELL116, WELL117, WELL118, WELL119, WELL121, (or) WELL122

Not all courses are offered every semester

This worksheet is to be used as a guide and may be subject to change without prior notice. Updated 3-21-12

Marshall High School and Saline County Career Center

Program of Study for the Career Path: Business Management & Tech Career Cluster: Marketing Career Pathway: Marketing Management. Marketing Communications. Marketing Research. Professional Sales. **Merchandising.**

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

Education Levels	Grade	English 4 credits	Math 3 credits	Science 3 credits	Social Studies 3 credits	Other Required Courses 4 credits <small>PE 1 credit Fine Art 1 credit Pract Art 1 credit Health ½ credit Pers Fin ½ credit</small>	Electives 8 Credits <small>Career & Technical Courses and/or Degree Major Courses</small>	Credit Totals each year <small>(25 credits required for graduation)</small>	SAMPLE Occupations Relating to this Pathway
Secondary	9	Eng I (1)	Alg-1(1)	IPC (1)	American History (1)	Keyboarding (1) PE (1) Fine Art (Any) (1)	Intro to Business (1) Spanish I (1)		<ul style="list-style-type: none"> • Administrative Assistant • Advertising Sales Person • Auditor • Business Consultant • Certified Public Accountant • E-Commerce Analyst • Entrepreneur • Facilities Manager • Human Resources Manager • Investment Executive • Marketing Analyst • Medical Transcriptionist • Office Manager • OSHA/ADA Compliance Officer • Personnel Recruiter • Public Relations Manager • Sales Representative • Wholesale and Retail Buyer • Accountant • Bill and Account Collector • Commodities Representative • Economist • Financial Planner • Foreign Exchange Manager • Insurance Broker • Internal Auditor • Loan Officer • Customer Service Rep. • Hospitality Mngr. • International Marketing • Realtor • Sports Marketing Director
	10	Eng II (1)	Geometry (1)	Biology (1)	Am. History 2 (1/2) <u>Choose one</u> Sociology (1/2) World Civilizations (1/2) Honors W. Civ. (1/2) Geography (1/2) Contemporary Issues (1/2 or 1)		Business Law (1/2) Entrepreneurship (1/2) Spanish II (1) Accounting I (1) Forensics (1/2, 1)		
	11	<u>Choose One</u> Eng III (1) Eng III Am Lit (1) Pre AP (1)	Alg-2 (1)	<u>Choose One</u> Human Phys. (1) Chemistry I (1) Botany (1/2) Zoology (1/2) Environmental Science (1)	Government (1)	Health (1/2) Personal Finance (1/2)	Spanish III (1) Comp. Acct. II (1) Marketing I (1) Pub. Speaking (1/2) Comp. Bus. App. (1) Web Design (1) Graphic Arts (1)		
	12	<u>Choose one</u> English IV Wt. (1) EN 130/160 (1) AP English (1) Tech Writing (1) Myth to Modern (1)	<u>Math Elective</u> AP Statistics (1) Honors Adv. Math (1) AP Calculus (1) College Algebra (1)	<u>Science Elective</u> Physics (1) Chemistry II (1) AP Bio. (1) CSI (1) Electricity and Magnetism (1/2)	<u>SS Elective</u> Psychology (1) Adv. Am. History (1)		Spanish IV (1) Adv. Marketing (1) Marketing Work (1)		
Credit Totals in each area							(28 or more)		

*See back for college information.

Area Career Centers		2-Year Community Colleges	4-Year Colleges	High School Activities
Postsecondary	Saline County Career Center http://www.marshallschools.com/sccc/index.html	Linn State Technical College www.linnstate.edu	Central Methodist University www.centralmethodist.edu	DECA Skills USA FBLA
		Metropolitan Community Colleges www.mcckc.edu	Missouri State University, Springfield www.missouristate.edu	
		Moberly Area Community College www.macc.edu	Missouri Valley College www.moval.edu	
		Ozarks Technical Community College www.otc.edu	Northwest Missouri State University www.nwmissouri.edu	
		State Fair Community College www.sfccmo.edu	Truman State University www.truman.edu	
			University of Central Missouri www.ucm.edu	
			University of Missouri-Columbia www.missouri.edu	
			University of Missouri-Kansas City www.umkc.edu	
			MO University of Science & Technology www.ust.edu	

**ARTICULATION AGREEMENT
STATE FAIR COMMUNITY COLLEGE**

College Program: Business
 Area Technical School: Saline County Career Center, Marshall

Recommended Prerequisite Courses that do not articulate:

Applied Communication Computer Operation+
 Keyboarding+ Applied Mathematics I & II (or Algebra I)

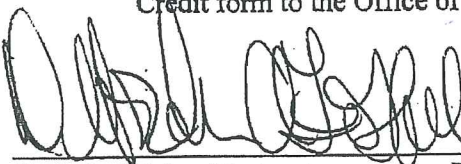
+ May be middle school or high school course.


Courses available for articulation:


<u>CTE Course</u>	<u>SFCC Course</u>	<u>Credit Hours</u>
Computer Business Applications	CAPP125 Microcomputer Applications	3
Fundamentals of Marketing AND Advanced Marketing	BSMT106 Principles of Marketing	3
Accounting I & II	ACCT109 Applied Accounting Procedures	3

Criteria for Articulation:

- Student meets the basic standards for credit as defined in the General Articulation Agreement including earning a "B" (3.0) or better in the above courses.
- Student contacts the SFCC Admissions Office to verify that admissions file is complete. **Be sure to identify themselves as a student enrolling with articulated credit.** Student makes an appointment with the Articulation/Academic Counselor to enroll.
- School (or student) submits a completed Recommendation for Articulated College Credit form to the Office of College & Career Readiness – Dual Credit.


 Technical School Instructor Date 03/26/12


 Technical School Instructor Date 3/26/12


 SFCC Instructor Date 4/5/12



**Associate of Applied Science (AAS) in Business Management
with Marketing & Retail Specialty
2012-2014 Advising Worksheet**



Please consult your advisor for the order in which courses should be taken

Advisors for this major:

Jo Perusich, ph. 660-596-7384

jperusich@sfccmo.edu

Prerequisite Information

P= Course has a prerequisite or minimum placement score

Skill Enhancement Courses

Some or all of the following skill enhancement courses may be required depending on your ACT, ASSET, or COMPASS scores. Courses with numbers below 100 will not apply toward graduation requirements. Your advisor will help you determine which of these courses, if any, you will need to take. In many cases, they must be taken your first semester.

- BSKL 002 Introduction to Reading Skills 3
- BSKL 003 Introduction to Sentence Skills 3
- BSKL 004 Introduction to Math Skills 3
- BSKL010 Introduction to Paragraphs 3
- BSKL 014 Introduction to Reading Concepts 3
- BSKL 015 Reading 3
- BSKL 020 Introduction to Essays 3
- BSKL 061 Pre-Algebra 3
- BSKL 064 Elementary Algebra 3

Graduation Information

- Completed the minimum required hours?
- Completed all required courses?
- 15 hours completed at SFCC?
- Transferring credit back & Registrar approved?
- MO Constitution requirement met?
- GPA (A minimum of 2.0 Institutional and overall is required for graduation)
- Exit Exam scheduled/taken?
- Application for Graduation completed? (Students should apply for graduation immediately after enrolling for their last semester)

	✓	Degree Requirements	
P		BSMT106 Principles of Marketing	3
P		MATH101 Business Math (or) MATH112 Intermediate Algebra	3
P		CAPP125 Microcomputer Applications	3
P		ENGL101 English Composition I	3
P		BSMT110 Salesmanship	3
		SPTH101 Public Speaking	3
		Wellness Course (see choices below)	1
P		BSMT108 Principles of Management	3
P		BADM107 Personal Finance	3
P		ENGL110 Business Communications	3
P		ACCT101 Principles of Financial Accounting	3
P		BSMT175 Business Management Internship	3 or 6
P		BSMT118 Retail Marketing	3
P		BSMT117 Human Resource Management	3
P		BSMT120 Advertising	3
P		BADM109 Business Ethics	3
P		HIST101 U.S. History Before 1877 (or) HIST102 U.S. History Since 1877 (or) POL101 American/ National Government	3
P		BSMT125 Human Relations	3
P		Program Electives (see choices below)	6
P		BSMT132 E-Commerce Marketing	3
P		BADM103 Legal Environment of Business	3
P		SS120 Employment Strategies	1
Degree Total			65

Program Electives - Select 6 hours:	
ACCT102, ACCT132, BADM101, ECON101, BSMT130, CAPP160, CAPP166, PHIL104, PSY101, SOC100, (or) WEB116	

Wellness Course - Select one course from the following:
EDUC110, HLTH101, WELL116, WELL117, WELL118, WELL119, WELL121, (or) WELL122

Internship Note: With prior approval from the program coordinator, in the case that BSMT175 can not be taken - 3 hours from the following list may be substituted: ACCT137, CAPP164, ECON102, IEM146 (or) SOC120.

Not all courses are offered every semester

This worksheet is to be used as a guide and may be subject to change without prior notice. Updated 3-21-12.



**Associate of Applied Science (AAS) in Business Management
with Real Estate Specialty
2012-2014 Advising Worksheet**



Please consult your advisor for the order in which courses should be taken

Advisors for this major:

Jo Perusich, ph. 660-596-7384
jperusich@sfccmo.edu

Prerequisite Information

P= Course has a prerequisite or minimum placement score

Skill Enhancement Courses

Some or all of the following skill enhancement courses may be required depending on your ACT, ASSET, or COMPASS scores. Courses with numbers below 100 will not apply toward graduation requirements. Your advisor will help you determine which of these courses, if any, you will need to take. In many cases, they must be taken your first semester.

- BSKL 002 Introduction to Reading Skills 3
- BSKL 003 Introduction to Sentence Skills 3
- BSKL 004 Introduction to Math Skills 3
- BSKL010 Introduction to Paragraphs 3
- BSKL 014 Introduction to Reading Concepts 3
- BSKL 015 Reading 3
- BSKL 020 Introduction to Essays 3
- BSKL 061 Pre-Algebra 3
- BSKL 064 Elementary Algebra 3

Graduation Information

- Completed the minimum required hours?
- Completed all required courses?
- 15 hours completed at SFCC?
- Transferring credit back & Registrar approved?
- MO Constitution requirement met?
- GPA (A minimum of 2.0 Institutional and overall is required for graduation)
- Exit Exam scheduled/taken?
- Application for Graduation completed? (Students should apply for graduation immediately after enrolling for their last semester)

	✓	Degree Requirements	
		REAL107 Real Estate Law	3
		REAL105 Principles of Real Estate	3
P		CAPP125 Microcomputer Applications	3
P		BSMT110 Salesmanship	3
P		ENGL101 English Composition I	3
		SPTH101 Public Speaking	3
		Wellness Course (see choices below)	1
P		MATH114 College Algebra	3
P		ENGL110 Business Communications	3
		REAL110 Introduction to Finance	3
P		BSMT108 Principles of Management	3
P		BADM109 Business Ethics	3
P		MATH127 Business Statistics	3
P		ECON101 Principles of Macroeconomics	3
P		BSMT117 Human Resource Management	3
P		ACCT101 Principles of Financial Accounting	3
		REAL112 Appraisal of Real Estate	3
P		HIST101 U.S. History Before 1877 (or) HIST102 U.S. History Since 1877 (or) POLS101 American/National Government	3
		GEOG103 Introduction to GPS/GIS	3
P		ECON102 Principles of Microeconomics	3
P		ACCT102 Managerial Accounting	3
P		SS120 Employment Strategies	1
Degree Total			62

Wellness Course - Select one course from the following:	
EDUC110, HLTH101, WELL116, WELL117, WELL118, WELL119, WELL121, (or) WELL122	

Not all courses are offered every semester

This worksheet is to be used as a guide and may be subject to change without prior notice. Updated 3-21-121.