

**2020-2021**

**TUNXIS COMMUNITY COLLEGE - ASSOCIATE DEGREE GRADUATION GUIDE  
BUSINESS ADMINISTRATION (J11JA67)**

This program may be taken completely online.

STUDENT \_\_\_\_\_ BANNER ID# @ \_\_\_\_\_

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>COURSE TITLE - SUBS. ELECTIVES/TRANS. CREDIT</u>	<u>S.H.</u>	<u>SEM.</u>	<u>GRADE</u>	<u>QUALITY POINTS</u>
<b>FIRST SEMESTER:</b>						
ACC*113	Principles of Financial Accounting (a)		3			
BMK*201	Principles of Marketing (a)		3			
CSS-101	First Year Experience		3			
ENG*101	Composition (a)		3			
<i>Select one of the following courses:</i>						
BBG*115	Business Software Applications (a) OR		3			
ACC*123	Accounting Software Applications (a) OR					
CST*201	Introduction to Management Information Systems (a)					
<b>SECOND SEMESTER:</b>						
ACC*117	Principles of Managerial Accounting (a)		3			
ECN*101	Principles of Macroeconomics (a)		3			
ECN*102	Principles of Microeconomics (a)		3			
<i>Select two of the following courses:</i>						
COM*173	Public Speaking (a) <b>AND/OR*</b>		6			
ENG*103	Composition II (a) <b>AND/OR</b>					
ENG*106	Writing for Business (a)					
<b>THIRD SEMESTER:</b>						
BBG*231	Business Law I (a)		3			
BBG*240	Business Ethics (a)		3			
	Directed Elective (b)		3			
	Fine Arts Elective <i>(from ART*, COM*154/167, DGA*, GRA*, MUS*, NMC*, THR*)</i>		3			
	Science Elective (c) <i>(from AST*, BIO*, CHE*, EAS*, EVS*, MET*, PHY*, SCI*)</i>		3-4			
<b>FOURTH SEMESTER:</b>						
BFN*201	Principles of Finance (a)		3			
MAT*167	Principles of Statistics (a)		3			
	Directed Elective (b)		3			
<i>Select one of the following courses:</i>						
BMG*202	Principles of Management (a) <b>OR</b>		3			
BMG*210	Organizational Behavior (a)					
<i>Select one of the following courses:</i>						
BBG*292	Business Practicum (a) <b>OR</b>		3-4			
BBG*290	Business Programs Capstone (a) <b>AND</b> Directed Elective (b )					
<b>OFFICE USE ONLY</b>	<b>Total Program SH</b>		<b>60-62</b>			
	<b>Total Program SH &amp; Quality Points Earned</b>					
	<b>Total Program Grade Point Average</b>					

- (a) Prerequisite and/or corequisite required.
- (b) To be selected in consultation with Business Administration faculty advisor. (Chosen from any ACC\*, ANT\*,BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CHI\*, ECN\*, ESL\*, FRE\*, HIS\*, ITA\*, LAT\*, PLH\*, PSY\*, RUS\*, SOC\*, SPA\* course; OR COM\*173, CST\*201, ENG\*106, ENG\*293, any 200-level Literature course (ENG\*), MAT\*152, MAT\*190, MAT\*222, PHL\*101, PHL\*111, PHL\*131, PHL\*150.)
- (c) Students intending to transfer to a four-year program should take a 4-credit lab science.  
 UConn Business & Technology Transfer Pathway program students should select one of the following courses:  
 Human Biology (BIO\*115), General Biology I (BIO\*121), Concepts of Chemistry (CHE\*111),  
 General Chemistry I (CHE\*121), or Introductory Physics ( PHY\*110).

\*Students planning on transferring to a bachelor's degree program, should take Composition II as one of their selections.

Upon completion of 45 credits, this Guide must be signed below and filed with the Records Office.  
 Failure to do so may result in a delay in your graduation.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

The following quality point averages must be earned by students for academic good standing:

- 1.50 GPA up to 11 Semester Hours
- 1.70 GPA completion of 12-30 Semester Hours
- 2.00 GPA completion of 31-60+ Semester Hours

Students with averages less than those cited may have their achievements reviewed by their advisor. Such a review may result in a modified program or other formal action.

### **GRADUATION REQUIREMENTS - DEGREE AND CERTIFICATE STUDENTS**

In order to qualify for graduation, a student must be accepted in a degree or certificate program and have:

- a. achieved a quality point average of 2.0 or more in the courses required for his/her program.
- b. Achieved a minimum grade of C- in Composition for all degree programs and where indicated for certificates.
- c. Filed with the Records Office, by March 1st or November 1st, a completed application for graduation.
- d. Filed with the Records Office a Program Guide signed by both the student and their advisor.
- e. Fulfilled all financial obligations to the College.
- f. Completed at least 25% of the minimum credit requirements for the degree or certificate at Tunxis Community College.

**Graduation Honors:** Graduation Honors will be awarded during the presentation of graduates. Honors are based on program grade point average. Honors criteria are listed as follows:

#### **AA/AS Degree - 30 credits at Tunxis**

- 3.90 – 4.00 = Highest Honors
- 3.70 – 3.89 = High Honors
- 3.40 – 3.69 = Honors

#### **Certificate - 15 credits at Tunxis**

- 3.50 = With Distinction

Note: Credits earned in developmental courses do not satisfy degree or certificate requirements.

**THE FINAL AND ONLY OFFICIAL EVALUATION WILL BE COMPLETED BY THE REGISTRAR SUBSEQUENT TO THE ADVISOR'S SIGNATURE.**