# Worksheet for UNDECLARED BUSINESS

**Name ____________________________________**

**Cumulative “2.0” or Better Required for Graduation**

**Dept. of Business Administration**

## COMMON CORE: 16 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Reading/Writing</td>
<td>WRT102</td>
</tr>
<tr>
<td>Academic Writing</td>
<td>WRT202</td>
</tr>
<tr>
<td>Human Communication</td>
<td>CM104</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>IFL101</td>
</tr>
<tr>
<td>Applied Calculus</td>
<td>MAT120</td>
</tr>
<tr>
<td>Physical Education (2 crs.)</td>
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</tr>
</tbody>
</table>

## AREA DISTRIBUTION REQUIREMENTS: 6 Credits

1. **I. Fine Arts & Humanities**
   - 6 Credits

2. **II. Social & Behav. Sciences**
   - SATISFIED BY MAJOR REQUIREMENTS

3. **III. Laboratory Sciences**
   - 6-8 Credits

4. **IV. Am./West. Civ., Am. Govt.**
   - 6 Credits

5. **V. Int’l. Studies/For. Lang.**
   - 6 Credits

## ELECTIVE COURSES: 12 Credits

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<tr>
<th>Course</th>
<th>Credits</th>
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</table>

## REQUIRED MAJOR COURSES:

In MOST Business Majors: (30 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Principles of Marketing</td>
<td>MKT100</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>MGT150</td>
</tr>
<tr>
<td>Principles of Econ. (Macro)</td>
<td>ECO200</td>
</tr>
<tr>
<td>Principles of Econ. (Micro)</td>
<td>ECO201</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>ACC220</td>
</tr>
<tr>
<td>Managerial Accounting</td>
<td>ACC225</td>
</tr>
<tr>
<td>Business Statistics</td>
<td>QBA260</td>
</tr>
<tr>
<td>Management Info. Systems</td>
<td>IFS305</td>
</tr>
<tr>
<td>Business Law</td>
<td>BUS345</td>
</tr>
</tbody>
</table>

### Additional Courses Taken:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
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</table>

### IT Competency:

- Info Tech Competency: IFS100
- Personal Computing: IFS105

(All business students must establish Information Technology (IT) competency by passing an IT Competency Exam or completing IFS105 Personal Productivity Computing with a “2.0” or better within the first 30-credits completed at York College.)

### REQUIRED MAJOR COURSES:

- In MOST Business Majors: (30 Credits)

1. **Accounting**
2. **Business Administration**
3. **Computer Information Systems**
4. **Economics**
5. **Engineering Management**
6. **Entrepreneurship**
7. **Finance**
8. **Management**
9. **Marketing**

### Steps to follow in choosing a major:

1. Talk with your faculty advisor.
2. Talk with the program coordinator or a faculty member in prospective major.
3. Consult Career Services for:
   - Career Counseling
   - Testing

   Once you have narrowed your possible choices, obtain a specific work sheet for each major under consideration.

### When you decide on a major:

Go to the Academic Advising Office in Campbell Hall and fill out an official change-in-major form.

### MAJORS AVAILABLE:

- Accounting
- Business Administration
- Computer Information Systems
- Economics
- Engineering Management
- Entrepreneurship
- Finance
- Management
- Marketing

### REQUIREMENTS LISTED APPLY TO STUDENTS WHO MATRICULATE INTO OR DECLARE THIS MAJOR DURING THE 2010-2011 ACADEMIC YEAR.

### IMPORTANT:

- All courses must be completed with a minimum “2.0” grade. Courses may not be taken on a pass/fail basis.
- A minimum of 12 credits of the Area Distribution Requirements must be at the 200-level or above. Courses may not be taken on a pass/fail basis. See Registrar’s Office for official list of courses.
- Six credits are to be taken in one of these two areas; if foreign language is selected, six credits must be in one language.
- Twelve of these elective credits must be taken outside of the Dept. of Business Administration. The remaining electives may be used to complete a minor.
- Requirements listed apply to students who matriculate into or declare this major during the 2010-2011 academic year.

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**NOTE:** THIS WORKSHEET SHOULD NOT NORMALLY BE USED BEYOND 45 ACADEMIC CREDITS.

Any course that is a prerequisite course must be passed with at least a “2.0” before its post-requisite course may be attempted. A student who has received less than a “2.0” in any prerequisite business administration course will be permitted to repeat the course a maximum of two additional times (three total attempts). Withdrawing from a course does not count in the “attempts” total.

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**Signed** Faculty Advisor  [Date]

**Signed** Dept. Chair    [Date]