# Worksheet for UNDECLARED BUSINESS

**Name ________________________________**

**Dept. of Business Administration**

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**COMMON CORE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Reading/Writing (WRT102)</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Academic Writing (WRT202)</td>
<td>4 Credits</td>
</tr>
<tr>
<td>Human Communication (CM104)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Information Literacy (IFL101)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Applied Calculus (MAT120)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Physical Education (2 crs.)</td>
<td>2 Credits</td>
</tr>
</tbody>
</table>

**COMMON CORE** Total: 16 Credits

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**AREA DISTR. REQUIREMENTS:**

I. **Fine Arts & Humanities**

- 6 Credits

II. **Social & Behav. Sciences**

Satisfied by Major Requirements

III. **Laboratory Sciences**

- 6-8 Credits

IV. **Am/West. Civ., Am. Govt.**

- 6 Credits

V. **Int’l. Studies/For. Lang.**

- 6 Credits

**AREA DISTR. REQUIREMENTS** Total: 6 Credits

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**ELECTIVE COURSES:**

- 10 Credits

**ELECTIVE COURSES** Total: 10 Credits

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**REQUIRED MAJOR COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Marketing (MKT100)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Principles of Management (MGT150)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Principles of Econ. (Macro) (ECO200)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Principles of Econ. (Micro) (ECO201)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Financial Accounting (ACC220)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Managerial Accounting (ACC225)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Legal Environment of Bus. (BUS260)</td>
<td>2 Credits</td>
</tr>
<tr>
<td>Business Statistics (QBA260)</td>
<td>2 Credits</td>
</tr>
<tr>
<td>Management Info. Systems (IFS305)</td>
<td>2 Credits</td>
</tr>
</tbody>
</table>

**REQUIRED MAJOR COURSES** Total: 28 Credits

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**MAJORS AVAILABLE:**

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

**MAJORS AVAILABLE** Total: 9 Majors

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**IT Competency:**

- Info Tech Competency (IFS100) | 3 Credits |
- Personal Computing (IFS105) | 3 Credits |

(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.)

**IT Competency** Total: 6 Credits

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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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**STEPS TO FOLLOW IN CHOOSING A MAJOR:**

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

Once you have narrowed your possible choices, obtain a specific worksheet 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.

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**REQUIREMENTS:**

- 2.0 or Better Required for Graduation
- A minimum of 127 credits
- 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 2011-2012 academic year.

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**SIGNED (Faculty Advisor):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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**SIGNED (Dept. Chair):**

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<thead>
<tr>
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<th>Date</th>
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