

# A.A.S. in Business Administration; Office Management Technology

Volunteer State Community College and Middle Tennessee State University

## DEGREE ADVANCEMENT PROGRAM ADVANCE FROM AN A.A.S. TO A BACHELOR'S DEGREE

### Volunteer State Community College and Middle Tennessee State University Partnership

MTSU and VSCC have developed an A.A.S.-to-B.S. program to allow students who earn an Associate of Applied Science in General Business Administration with a concentration in Office Management Technology at VSCC to transfer the majority of those credits to MTSU toward the completion of a Bachelor of Science in Professional Studies with a concentration in Organizational Leadership. This degree is offered through MTSU's University College in cooperation with the Tennessee Board of Regents.

### Bachelor of Science in Professional Studies

The Bachelor of Science in Professional Studies with a concentration in Organizational Leadership prepares the student for management positions in business and office management. The component courses are in the fields of supervision, organizational systems, communications, statistics, and organizational relations. Other applicable courses include public relations, psychology, business etiquette, human resources, and cultural diversity, providing a broad spectrum of courses designed to prepare students for a variety of careers.

Completing an A.A.S. in General Business Administration at Volunteer State Community College builds an excellent foundation for a bachelor's degree program. Sixty (60) credit hours may be transferred from VSCC and credited toward a Bachelor of Science in Professional Studies with a concentration in Organizational Leadership, available through MTSU's University College. You may take some or all of the courses required to complete the bachelor's degree online to allow your studies to fit around your work and family.

### How to get started

Contact the VSCC or MTSU representative listed below.

**VSCC:** John H. Espey  
(615) 230-3303  
john.espey@volstate.edu

**MTSU:** Cathy Delametter  
(615) 898-2177  
cdelamet@mtsu.edu

For more information about the Degree Advancement Program, please visit

Volunteer State Community College: [www.volstate.edu](http://www.volstate.edu)

Middle Tennessee State University: [www.mtsu.edu/dap](http://www.mtsu.edu/dap)

(see reverse for course information)



VSCC, a Tennessee Board of Regents institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation, or status as a qualified veteran with a disability or veteran of the Vietnam era.

MTSU, a Tennessee Board of Regents university, is an equal opportunity, nonracially identifiable, educational institution that does not discriminate against individuals with disabilities. UC026-0710

Effective through summer 2011

# A.A.S. in General Business Administration to B.S. in Professional Studies



Associate of Applied Science  
in General Business Admin.  
(Office Management Technology)



Bachelor of Science in  
Professional Studies  
(Organizational Leadership Concentration)

English	Credits
<input type="checkbox"/> ENGL 1010 English Composition I	3
<b>Humanities</b>	
<input type="checkbox"/> Humanities Elective (course must meet general requirements)	3
<b>Mathematics</b>	
<input type="checkbox"/> MATH 1530 Elementary Statistics	3
<b>Natural Sciences</b>	
<input type="checkbox"/> Nonsequential Science Course	4
<b>Social/Behavioral Sciences</b>	
<input type="checkbox"/> PSY 101 Introduction to Psychology	3
<b>Major Core Courses</b>	
<input type="checkbox"/> ACT 201 Principles of Accounting I	3
<input type="checkbox"/> BUS 110 Introduction to Business	3
<input type="checkbox"/> BUS 155 Business Mathematics	3
<input type="checkbox"/> BUS 222 Business Communications II	3
<input type="checkbox"/> CIS 100 Computer Technology and Applications	3
<input type="checkbox"/> CIS 150 Microcomputer Spreadsheets	3
<input type="checkbox"/> CIS 160 Microcomputer Databases	3
<input type="checkbox"/> MGT 120 Supervision Principles	3
<input type="checkbox"/> OMT 101 Beginning Keyboarding	3
<input type="checkbox"/> OMT 102 Intermediate Keyboarding	3
<input type="checkbox"/> OMT 248 Word for Windows	3
<input type="checkbox"/> OMT 249 Advanced Word for Windows	3
<input type="checkbox"/> OMT 253 Office Procedures	3
<input type="checkbox"/> Electives (approved by advisor)	5
<b>Total Credit Hours</b>	<b>60</b>

#### Graduation Requirements

- A minimum of 120 total semesters hours and 45 upper-division hours with a 2.0 GPA.
- A minimum of 9 upper-division hours earned in major through MTSU.
- A minimum GPA of 2.0 in major.
- A minimum of 30 upper-division hours must be taken through MTSU.
- A minimum of 60 hours of senior college hours.
- Some students may have high school deficiency requirements.

MTSU will accept up to 27 credit hours from courses commonly offered in a college of business toward the B.S. in Professional Studies. This does not include ECON 2410, 2420, or QM 2610. Business courses are subject to verification. The Professional Studies degree from MTSU is part of the Regents Online Degree Program and is managed by MTSU's University College. It is NOT a business degree. Concentrations taken at VSCC requiring more than these 27 hours will result in the student taking more than 120 hours to complete the Professional Studies major at MTSU.

English	Credits
<input type="checkbox"/> ENGL 1020 Research and Arg. Writing (MTSU) or ENGL 1020 English Composition II (RODP)	3
<input type="checkbox"/> COMM 2200 Fund. of Communication (MTSU) or SP 110R50 Fund. of Public Speaking (RODP)	3
<b>History*</b>	
	<b>6</b>
<b>Humanities and/or Fine Arts*</b>	
	<b>6</b>
<b>Natural Sciences*</b>	
	<b>4</b>
<b>Social/Behavioral Sciences*</b>	
	<b>3</b>
<b>Administration and Supervision (choose one)</b>	
<input type="checkbox"/> PADM 3601 Public Administration	3
<input type="checkbox"/> METH 4381 Principles of Supervision	3
<input type="checkbox"/> LIST 4093 Special Topics in Leadership	3
<b>Organizational Systems (choose one)</b>	
<input type="checkbox"/> PM 4120 Organizations Theory and Behavior	3
<input type="checkbox"/> PADM 4226 Intro. to Nonprofit Organizations	3
<b>Team and Organizational Relations (choose one)</b>	
<input type="checkbox"/> ORCO 3240 Intro. to Organizational Communication	3
<input type="checkbox"/> COMM 3010 Integrated Corporate Communication	3
<input type="checkbox"/> COMM 4410 Conflict Resolution and Negotiation	3
<b>Statistical Methods (choose one)</b>	
<input type="checkbox"/> SOAA 3350 Social Statistics	3
<input type="checkbox"/> SOCI 4510 Introduction to Social Research	3
<input type="checkbox"/> JOUR 3410 Public Relations Research	3
<b>Written Communications (choose two)</b>	
<input type="checkbox"/> ENGL 3134 Computers, Writing, and Literature	3
<input type="checkbox"/> ENGL 3250 Professional Communication	3
<input type="checkbox"/> JOUR 3421 Public Relations Writing	3
<b>International Context (choose one)</b>	
<input type="checkbox"/> SPAN 3550 Latin America: Countries and Peoples	3
<input type="checkbox"/> POLI 4350 International Law	3
<input type="checkbox"/> PS 3510 International Political Economy	3
<input type="checkbox"/> POLS 3010 Comparative Politics	3
<input type="checkbox"/> JOUR 4712 Mass Media and Cultures	3
<b>Organizational Leadership Concentration (choose five)</b>	
<input type="checkbox"/> COMM 3560 Intercultural Communication	3
<input type="checkbox"/> JOUR 3400 Introduction to Public Relations	3
<input type="checkbox"/> JOUR 4420 Public Relations Case Studies	3
<input type="checkbox"/> LDSP 3000 Leadership Development	3
<input type="checkbox"/> PADM 4401 Comparative Public Administration	3
<input type="checkbox"/> PSY 3590 Personality	3
<input type="checkbox"/> PSYC 3210 Abnormal Psychology	3
<input type="checkbox"/> SW 3170 Family Caregiving Across the Life Span	3
<input type="checkbox"/> SW 3200 Cultural Diversity: Competency for Practice	3
<b>Capstone Course</b>	
<input type="checkbox"/> UNIV 4995 Culminating Project	3
<b>Nonbusiness Electives* (any level)</b>	
	<b>4</b>
<b>Nonbusiness Electives* (3000/4000 level)</b>	
	<b>6</b>
<b>Total Credit Hours</b>	<b>74</b>

\*Students should consult with their MTSU advisors to determine courses that fulfill program requirements. A list of course options is available on the Degree Advancement Program Web site at [www.mtsu.edu/dap](http://www.mtsu.edu/dap).