

ADVISING AND SCHEDULING INFORMATION

Academic Advising:

An Academic Advisor is assigned to each College of Business major by the Transfer Center Counselor for the College of Business. When a student's transcripts (from all transfer institutions) have been received, the Counselor prepares a plan of study which reflects the transferred credit and the requirements for degree completion. A copy of the plan of study is provided to the student and the advisor. Students are encouraged to read all the information regarding degree requirements on the plan of study. The plan of study should be retained. Updating the plan of study each term will help a student have a clear understanding of requirements for degree completion. Students should contact their advisor for any questions about the degree plan. Office hours are posted on office doors and are also available on the College of Business website, along with telephone numbers and e-mail addresses. Students may also contact the College of Business staff whenever assistance is needed.

Scheduling:

Degree programs in the College of Business are developed to ensure that students who complete the programs possess the skills and competencies for successful careers or further academic study. To obtain the maximum benefit from the programs, some sequencing of courses is necessary.

Most business courses are offered each term, particularly the common core courses which are required in all College of Business majors (AC/MG 302, MG 320, MG 346, MG 350, MG 352, MG 390, MG 420, MG 480, MK 331). However some courses, particularly those which are required in only one program or minor, are offered less frequently. Observing the following guidelines will help you in efficient scheduling.

- Those courses in most demand (common core courses) are generally offered each term in multiple formats.
- Courses which are specific to only one program (or minor), may not be offered every term and/or all formats.
- Sequential courses (especially accounting and statistics) must be taken in order, and may be offered on a rotating or alternating basis. *In accounting, the first course in the sequence is AC 321 Intermediate Accounting I (followed in subsequent terms by AC 322, AC 323, and AC 431). Currently the accounting sequence begins with AC 321 in the Fall term in day, night and online formats. It is also offered online in the spring term.*

Students should plan accordingly and not wait until they are nearing the end of their program to begin scheduling the less frequently offered courses or sequential courses.

Special Scheduling Requirements:

First Term: The following courses, which are required for all Business majors, should be taken in the student's first term at ASU. The content in these courses is essential preparation for other courses in the curriculum.

MG 302 Management Information Systems.

MG 320 Organizational Communication This course includes an initial assessment as part of our required outcomes assessment plan.

MG 346 Principles of Management and Leadership

Accounting majors should take AC 321 Intermediate Accounting I in the first term it is offered.

Last Term: The following courses (which are required in all Business majors) should be taken during the student's last term at ASU.

MG 420 Business Policy (3 semester hours). This course is the capstone course which integrates content from all other core business courses.

MG 480 Senior Seminar (1 semester hour). The required Assessment Exam is given in this course.

Prerequisites:

Observance of prerequisites will ensure that students have the background knowledge to obtain the maximum benefit from the curriculum. Please consult the Catalog course descriptions for prerequisites to courses you plan to take.

ASSESSMENT (PRE- AND POST-TESTING)

The College of Business, as a part of its continuous evaluation process, has implemented a program to assess the business knowledge levels of incoming students. This will be accomplished through a pre-test to be administered in a required course, MG 320 Organizational Communication. This course should be taken during a student's first term at Athens State University. New students who have previously completed an equivalent business communication course will take the pre-test in GBA 300 Business Research Skills, a 1-semester hour course designed to familiarize students with business information sources and library research skills (*this course is required for students who do not complete MG 320 at ASU*). A post-test will be administered in the capstone course, MG 480 Seminar in Business, which should be taken during a student's last term.

LIVETEXT is an electronic portfolio which is required in all "core" business courses (AC/MG 302, MG 320/GBA 300, MG 346, MG 350, MG 352, MG 390, MG 420, MG 480, MK 331). Specified work in these courses will be placed in this portfolio and will be used in assessing student progress. This program will also provide students a digital professional development resource and a workspace for building and maintaining an online personal portfolio reflecting educational achievements, and may be used for developing career credentials. There is a one-time cost for this membership (available for a 3-year period).