BUSINESS ADMINISTRATION
A.A.S. Program (A25120)

Courses required to meet graduation requirements in this curriculum are offered during day and evening hours. Minimum time for completion: Day – four semesters full-time attendance; Evening – will vary according to semester load of student (usually eight to nine semesters). The Associate in Applied Science degree is awarded graduates of this curriculum.

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy. Coursework includes business concepts such as accounting, business law, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Graduates are prepared for employment opportunities in governmental agencies, financial institutions, and large to small business or industry.

GENERAL EDUCATION COURSES:..........................................................SHC

English/Communications:
ENG 111 Writing and Inquiry .................................................................3
ENG 112 Writing/Research in the Disc .................................................3
OR ENG 113 Literature-Based Research .............................................3
OR ENG 114 Prof Research & Reporting ............................................3

Humanities/Fine Arts:
Elective ................................................................................................3

Natural Sciences/Mathematics:
MKT 120 Principles of Microeconomics ...............................................3

Social/Behavioral Sciences:
Elective ................................................................................................3

MAJOR COURSES:
ACC 120 Prin of Financial Accounting ...............................................3
ACC 121 Prin in Managerial Accounting .............................................3
BUS 110 Introduction to Business ......................................................3
BUS 115 Business Law I .................................................................3
BUS 116 Business Law II .................................................................3
BUS 137 Principles of Management ..................................................3
BUS 240 Business Ethics .................................................................3
BUS 285 Business Management Issues .............................................3
CIS 110 Introduction to Computers ....................................................3
Eco 251 Principles of Microeconomics ...............................................3
Eco 252 Principles of Macroeconomics ............................................3
MKT 120 Principles of Marketing ......................................................3

Business/WBL Electives .....................................................................12

Students are required to take 12 SHC from the following:

BUS 125 Personal Finance .................................................................3
BUS 139 Entrepreneurship I ...............................................................3
BUS 153 Human Resource Management ...........................................3
BUS 217 Employment Law and Regs ................................................3
BUS 220 Small Business Management ..............................................3
BUS 245 Entrepreneurship II .............................................................3
BUS 253 Leadership and Mgt Skills ..................................................3
CTE 130 Spreadsheet ........................................................................3
ETR 215 Law for Entrepreneurs .........................................................3
ETR 220 Innovation and Creativity ....................................................3
ETR 230 Entrepreneur Marketing .....................................................3
ETR 240 Funding for Entrepreneurs ..................................................3
INT 110 International Business .........................................................3
MKT 123 Fundamentals of Selling ...................................................3
MKT 220 Advertising and Sales Promotion .......................................3
MKT 221 Consumer Behavior ..........................................................3
MKT 223 Customer Service ..............................................................3
WBL 110 World of Work .................................................................1
WBL XXX Work-Based Learning ....................................................1-6

Work-Based Learning Option: Qualified students may elect to take up to 6 credit hours of Work-Based Learning in place of 6 hours Business electives.

Total Credit Hours Required..............................................................65

DEVELOPMENTAL COURSE REQUIREMENTS*

CTE 080 Computing Fundamentals ....................................................3
DRE 098 Integrated Reading Writing III ............................................3
DMA 010, DMA 020, DMA 030 .........................................................3
DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 (MAT 143) .......5

*Developmental coursework (including all prerequisites) will be required of students whose placement test scores indicate a need for greater proficiency in the areas of reading, English, mathematics, and computers. Please refer to the Course Descriptions section for prerequisite course information.

2016 – 2017

Business Administration • A25120

Suggested Program Sequence Day

Fall – 1st year
BUS 110 Introduction to Business ..................................................3
BUS 137 Principles of Management ..................................................3
CIS 110 Introduction to Computers ..................................................3
ENG 111 Writing and Inquiry ............................................................3
MAT 110 Math Measurement & Literacy .........................................3
OR MAT 143 Quantitative Literacy ................................................3
Total 13 4 0 15

Spring – 1st year
ACC 120 Prin of Financial Accounting .............................................3
BUS 115 Business Law I .................................................................3
BUS 240 Business Ethics .................................................................3
MKT 120 Principles of Marketing ....................................................3
ENG 114 Prof Research & Reporting ................................................3
OR ENG 112 or ENG 113 .................................................................3
Total 15 2 0 16

Fall – 2nd year
ACC 121 Prin in Managerial Accounting ..........................................3
BUS 116 Business Law II .................................................................3
ECO 251 Principles of Microeconomics ..........................................3
BUS 230 Business Elective ...............................................................3
BUS 235, BUS 240, BUS 250 .........................................................3
Total 18 2 0 19

Spring – 2nd year
BUS 285 Business Management Issues ..........................................3
ECO 252 Principles of Macroeconomics .........................................3
Business Elective .............................................................................3
Total 14 2 0 15

Grand Total 60 10 0 65

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Evening Courses Offered On Demand (See Your Business Advisor)

ACC 120 Prin of Financial Accounting ...............................................4
ACC 121 Prin in Managerial Accounting ...........................................4
BUS 110 Introduction to Business ....................................................3
BUS 115 Business Law I .................................................................3
BUS 240 Business Ethics .................................................................3
BUS 285 Business Management Issues ............................................3
CIS 110 Introduction to Computers ....................................................3
Eco 251 Principles of Microeconomics ............................................3
Eco 252 Principles of Macroeconomics ...........................................3
ENG 111 Writing and Inquiry ............................................................3
ENG 112 Writing/Research in the Disc .............................................3
OR ENG 113 Literature-Based Research ........................................3
OR ENG 114 Prof Research & Reporting ........................................3
MAT 110 Math Measurement & Literacy .........................................3
OR MAT 143 Quantitative Literacy ................................................3
MKT 120 Principles of Marketing ....................................................3
Humanities/Fine Arts: Elective ........................................................3
Social/Behavioral Sciences: Elective ................................................3
Total 12 SHC

Business/WBL Electives ..................................................................12

Students are required to take 12 SHC from the following:

BUS 125, BUS 139, BUS 153, BUS 217, BUS 230, BUS 245, BUS 253, BUS 285, CTS 130, ETR 215, ETR 220, ETR 230, ETR 240, INT 110, MKT 123, MKT 220, MKT 221, WBL 110, WBL XXX.

Work-Based Learning Option: Qualified students may elect to take up to 6 credit hours of Work-Based Learning in place of 6 hours Business electives.

Total Credit Hours Required..............................................................65

DEVELOPMENTAL COURSE REQUIREMENTS*

CTE 080 Computing Fundamentals ....................................................3
DRE 098 Integrated Reading Writing III ............................................3
DMA 010, DMA 020, DMA 030 (MAT 143) ......................................3
DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 (MAT 143) ......5

*Developmental coursework (including all prerequisites) will be required of students whose placement test scores indicate a need for greater proficiency in the areas of reading, English, mathematics, and computers. Please refer to the Course Descriptions section for prerequisite course information.
for prerequisite course information.

DEVELOPMENTAL COURSE REQUIREMENTS*

Business Diploma Electives – Must be selected from the following list:
ACC 121, BUS 116, BUS 125, BUS 153, BUS 217, BUS 230, BUS 253, CTS 130,
BUS 139, BUS 245, ECO 252, ETR 220, ETR 240, INT 110, MKT 123,
MKT 220, MKT 223, WBL XXX (1 – 4 SHC).

Grand Total

Business Administration – Advanced Certificate #2 (C2512003)

MAJOR COURSES:

BUS 110  Introduction to Business..........................................................3
BUS 115  Business Law I ............................................................................3
BUS 137  Principles of Management ..........................................................3
MKT 120  Principles of Marketing ...............................................................3

Total Credit Hours Required .......................................................................17

DEVELOPMENTAL COURSE REQUIREMENTS*

CTS 080  Computing Fundamentals.............................................................3
DRE 098  Integrated Reading Writing III ....................................................3

*Developmental coursework (including all prerequisites) will be required of students whose placement test scores indicate a need for greater proficiency in the areas of reading, English, mathematics, and computers. Please refer to the Course Descriptions section for prerequisite course information.

Business Administration – Advanced Certificate #2 (C2512003)

Fall – 1st year
ACC 120  Prin of Financial Accounting ....................................................3
CIS 110  Introduction to Computers ............................................................3
ECO 251  Prin of Microeconomics .............................................................3

Total 8 4 0 10

Spring – 1st year
ACC 121  Prin of Managerial Accounting ..................................................3
ECO 252  Prin of Macroeconomics .............................................................3

Total 6 2 0 7

Grand Total 14 6 0 17

BUSINESS ADMINISTRATION

Marketing Certificate Program (C2512005)

MAJOR COURSES:

BUS 110  Introduction to Business..........................................................3
MKT 120  Principles of Marketing ...............................................................3
MKT 123  Fundamentals of Selling .............................................................3
MKT 220  Advertising and Sales Promotion ..............................................3

Total Credit Hours Required .......................................................................12

Business Administration – Marketing Certificate (C2512005)

Fall – 1st year
BUS 110  Introduction to Business ..........................................................3
MKT 123  Fundamentals of Selling .............................................................3

Total 6 0 0 6

Spring – 1st year
MKT 120  Principles of Marketing ...............................................................3
MKT 220  Advertising and Sales Promotion ..............................................3

Total 6 0 0 6

Grand Total 12 0 0 12

BUSINESS ADMINISTRATION

International Business Certificate Program (C512006)

MAJOR COURSES:

ACC 120  Prin of Financial Accounting ....................................................4
BUS 115  Business Law I ............................................................................3
BUS 137  Principles of Management ..........................................................3
INT 110  International Business .................................................................3
ECO 252  Prin of Macroeconomics .............................................................3

Total Credit Hours Required .......................................................................16

Business Administration –

International Business Cert (C2512006)

Fall – 1st year
ACC 120  Prin of Financial Accounting ....................................................4
INT 110  International Business .................................................................3

Total 9 0 0 9

Spring – 1st year
BUS 115  Business Law I ............................................................................3
BUS 137  Principles of Management ..........................................................3
ECO 252  Prin of Macroeconomics .............................................................3

Grand Total 15 2 0 16

BUSINESS ADMINISTRATION

General Cert. Prog. (C2512001)

MAJOR COURSES:

BUS 110  Introduction to Business..........................................................3
BUS 115  Business Law I ............................................................................3
BUS 137  Principles of Management ..........................................................3

Total Credit Hours Required .......................................................................12

Business Administration – General Certificate (C2512001)

Fall – 1st year
BUS 110  Intro to Business .............................................................3
MKT 120  Prin of Marketing .............................................................3

Total 6 0 0 6

Spring – 1st year
BUS 115  Business Law I .............................................................3
BUS 137  Prin of Management .............................................................3

Total 6 0 0 6

Grand Total 12 0 0 12

BUSINESS ADMINISTRATION

Advanced Cert. #1 (C2512002)

MAJOR COURSES:

ACC 120  Prin of Financial Accounting ....................................................4
BUS 110  Introduction to Business..........................................................3
BUS 115  Business Law I ............................................................................3
BUS 137  Principles of Management ..........................................................3

Total Credit Hours Required .......................................................................13

Business Administration – Advanced Certificate #1 (C2512002)

Fall – 1st year
BUS 110  Introduction to Business ..........................................................3
BUS 137  Principles of Management ..........................................................3

Total 6 0 0 6

Spring – 1st year
ACC 120  Prin of Financial Accounting ....................................................3
BUS 115  Business Law I .............................................................3

Total 6 2 0 7

Grand Total 12 2 0 13