

Business Administration

A25120B (Associate Degree) C25120B (Certificate)

This 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.

Course work includes business concepts such as accounting, business law, economics, 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.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions and large to small business or industry.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

Title Class/Lab/Credit

I. General Education Courses

COM	120	Interpersonal Communications	3	0	3
or					
COM	231	Public Speaking	3	0	3
ENG	111	Writing and Inquiry	3	0	3
MAT	143	Quantitative Literacy	2	2	3

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences on page 79.

II. Major Courses

ACC	120	Principles of Financial Accounting	3	2	4
BUS 110		Introduction to Business	3	0	3
BUS 115		Business Law I	3	0	3
BUS	137	Principles of Management	3	0	3
CIS 110		Introduction to Computers	2	2	3
ECO	251	Principles of Microeconomics	3	0	3
MKT	120	Principles of Marketing	3	0	3

III. Concentration

BUS	125	Personal Finance	3	0	3
BUS	153	Human Resources Management	3	0	3
BUS	225	Business Finance	2	2	3
BUS	147	Business Insurance	3	0	3

IV. Other Major Courses (Take 21 credits from this list. Must be selected from identified prefixes)

ACC	121	Principles of Managerial Accounting	3	2	4
BUS	230	Small Business Management	3	0	3
BUS	280	REAL Small Business	4	0	4

CTS	130	Spreadsheet	2	2	3
DBA	110	Database Concepts	2	3	3
ECO	252	Principles of Macroeconomics	3	0	3
MKT	123	Fundamentals of Selling	3	0	3
OST	131	Keyboarding	1	2	2
OST	136	Word Processing	2	2	3
OST 236	Adv.	Word/Information Processing	2	2	3
OST	286	Professional Development	3	0	3
WBL	111	Work-Based Learning I	0	10	1

V. Other Required Courses

ACA	115	Success and Study Skills	0	2	1
-----	-----	--------------------------	---	---	---

Total Credits: 71

Recommended Semester Schedule

First Year-Fall

ACA	115	Success and Study Skills	0	2	1
ACC	120	Principles of Financial Accounting	3	2	4
BUS	110	Introduction to Business	3	0	3
CIS 110		Introduction to Computers	2	2	3
ENG	111	Writing and Inquiry	3	0	3
MAT	143	Quantitative Literacy	2	2	3

First Year-Spring

ACC	121	Principles of Managerial Accounting	3	2	4
BUS	115	Business Law	3	0	3
CTS	130	Spreadsheet	3	2	3
MKT	120	Principles of Marketing	3	0	3
Humanities/Social Sciences Elective-See list on page 79			3	0	3

First Year-Summer

BUS	147	Business Insurance	3	0	3
BUS	230	Small Business Management	3	0	3

Second Year-Fall

BUS	125	Personal Finance	3	0	3
BUS	137	Principles of Management	3	0	3
BUS	225	Business Finance	2	2	3
ECO	251	Principles of Microeconomics	3	0	3
MKT	123	Fundamentals of Selling	3	0	3

Second Year-Spring

BUS	153	Human Resource Management	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
OST	286	Professional Development	3	0	3
OST	136	Word Processing	2	2	3

Humanities/Social Sciences Elective-See list on page 79 3 0 3

Second Year-Summer

COM	120	Interpersonal Communications	3	0	3
or					
COM	231	Public Speaking	3	0	3

Business Administration: General Certificate Program (C25120B)

Title Class/Lab/Credit

I. Major Courses

BUS	110	Introduction to Business	3	0	3
BUS 115		Business Law I	3	0	3
BUS	137	Principles of Management	3	0	3
CIS 110		Introduction to Computers	2	2	3

III. Concentration

BUS	125	Personal Finance	3	0	3
-----	-----	------------------	---	---	---

V. Other Required Courses

ACA	115	Success and Study Skills	0	2	1
-----	-----	--------------------------	---	---	---

Total Credits: 16

Recommended Semester Schedule

First Year-Fall

ACA	115	Success and Study Skills	0	2	1
BUS	110	Introduction to Business	3	0	3
BUS	137	Principles of Management	3	0	3

First Year-Spring

BUS	115	Business Law	3	0	3
BUS	125	Personal Finance	3	0	3
CIS 110		Introduction to Computers	2	2	3

** BUS 125 is listed in the recommended course sequence as a fall course, but it is currently being offered both fall and spring.