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.

<u>Title</u>			Class	s/Lab/C	Credit	
	Educa	ution 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 o	ne cou	urse each from Humanities/Fine Arts and Socia	al/Behavi	oral Sc	iences on page 79.	
II. Major	Course	es				
ACC	120	Principles of Financial Accounting	3	2	4	
BUS 110	Intro	duction to Business	3	0	3	
BUS 115	Business Law I			0	3	
BUS	137	Principles of Management	3	0	3	
CIS 110	Intro	duction to Computers	2	2	3	
ECO	251	Principles of Microeconomics	3	0	3	
MKT	120	Principles of Marketing	3	0	3	
III. Concer	ntratio	n				
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	
<i>IV. Other Major Courses</i> (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	Requir	red Courses			
ACA	115	Success and Study Skills	0	2	1

Total Credits: 71

Recommended Semester Schedule

3

-Fall						
115	Success and Study Skills	0	2	1		
120	Principles of Financial Accounting	3	2	4		
110	Introduction to Business	3	0	3		
Intro	duction to Computers	2	2	3		
111	Writing and Inquiry	3	0	3		
143	Quantitative Literacy	2	2	3		
-Sprine	r.					
		3	2	4		
				3		
-			-	3		
				3		
		5	-	0		
,				-		
First Year-Summer						
147	Business Insurance	3	0	3		
230	Small Business Management	3	0	3		
ar-Fall	!					
125	Personal Finance	3	0	3		
137	Principles of Management	3	0	3		
225	Business Finance	2	2	3		
251	Principles of Microeconomics	3	0	3		
123	Fundamentals of Selling	3	0	3		
ar-Spri	ing					
153	Human Resource Management	3	0	3		
252	Principles of Macroeconomics	3	0	3		
286	Professional Development	3	0	3		
136	Word Processing	2	2	3		
	115 120 110 Intro- 111 143 -Spring 121 115 130 120 ites/So ites/So : -Summ 147 230 <i>ar-Fall</i> 125 137 225 251 123 <i>ar-Spri</i> 251 123 <i>ar-Spri</i> 252 286	 115 Success and Study Skills 120 Principles of Financial Accounting 110 Introduction to Business Introduction to Computers 111 Writing and Inquiry 143 Quantitative Literacy Spring 121 Principles of Managerial Accounting 115 Business Law 130 Spreadsheet 120 Principles of Marketing ites/Social Sciences Elective-See list on page 79 Summer 147 Business Insurance 230 Small Business Management 25 Personal Finance 137 Principles of Management 25 Business Finance 251 Principles of Microeconomics 123 Fundamentals of Selling 	115Success and Study Skills0120Principles of Financial Accounting3110Introduction to Business3111Writing and Inquiry3143Quantitative Literacy2Spring121Principles of Managerial Accounting3115Business Law3130Spreadsheet3120Principles of Marketing3121Principles of Marketing3120Principles of Marketing3121Sciences Elective-See list on page 793Summer147147Business Insurance3230Small Business Management3231Personal Finance3137Principles of Management325Business Finance2251Principles of Microeconomics3123Fundamentals of Selling3ar-Spring3153Human Resource Management3252Principles of Macroeconomics3253Professional Development3	115Success and Study Skills02120Principles of Financial Accounting32110Introduction to Business30Introduction to Computers22111Writing and Inquiry30143Quantitative Literacy22-Spring		

Humanities/Social Sciences Elective-See list on page 79				3 ()	3
Second Ye	ear-Sun	nmer				
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	Busin	Business Law I				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
ŀ	First Year-	Spring				
	BUS	115	Business Law	3	0	3
	BUS	125	Personal Finance	3	0	3
	CIS 110	Introd	luction 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.