

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, 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. 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 Inquiry3
 ENG 112 Writing/Research in the Disc3
 OR ENG 113 Literature-Based Research.....3
 OR ENG 114 Prof Research & Reporting.....3
 Humanities/Fine Arts:
 Elective3
Natural Sciences/Mathematics:
 MAT 110 Math Measurement & Literacy3
 OR MAT 143 Quantitative Literacy3
 Social/Behavioral Sciences:
 Elective3

MAJOR COURSES:

ACC 120 Prin of Financial Accounting4
 ACC 121 Prin in Managerial Accounting.....4
 BUS 110 Introduction to Business.....3
 BUS 115 Business Law I3
 BUS 116 Business Law II3
 BUS 137 Principles of Management.....3
 BUS 240 Business Ethics.....3
 BUS 285 Business Management Issues3
 CIS 110 Introduction to Computers.....3
 ECO 251 Prin of Microeconomics3
 ECO 252 Prin of Macroeconomics3
 MKT 120 Principles of Marketing3

Business/WBL Electives 12

Students are required to take 12 SHC from the following:

BUS 125 Personal Finance3
 BUS 139 Entrepreneurship I3
 BUS 153 Human Resource Management.....3
 BUS 217 Employment Law and Regs3
 BUS 230 Small Business Management.....3
 BUS 245 Entrepreneurship II3
 BUS 253 Leadership and Mgt Skills3
 CTS 130 Spreadsheet3
 ETR 215 Law for Entrepreneurs3
 ETR 220 Innovation and Creativity3
 ETR 230 Entrepreneur Marketing3
 ETR 240 Funding for Entrepreneurs3
 INT 110 International Business3
 MKT 123 Fundamentals of Selling3
 MKT 220 Advertising and Sales Promotion3
 MKT 221 Consumer Behavior3
 MKT 223 Customer Service3
 WBL 110 World of Work1
 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 Required65

DEVELOPMENTAL COURSE REQUIREMENTS*

CTS 080 Computing Fundamentals.....3
 DRE 098 Integrated Reading Writing III3
 DMA DMA 010, DMA 020, DMA 030 (MAT 110).....3
 DMA 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.

Business Administration • A25120
Suggested Program Sequence Day

| | Class | Lab | Clin/WkExp | Credit |
|---------------------------------------|-----------|-----------|------------|-----------|
| Fall – 1st year | | | | |
| BUS 110 Introduction to Business | 3 | 0 | 0 | 3 |
| BUS 137 Principles of Management | 3 | 0 | 0 | 3 |
| CIS 110 Introduction to Computers | 2 | 2 | 0 | 3 |
| ENG 111 Writing and Inquiry | 3 | 0 | 0 | 3 |
| MAT 110 Math Measurement & Literacy | 2 | 2 | 0 | 3 |
| OR MAT 143 Quantitative Literacy | 2 | 2 | 0 | 3 |
| Total | 13 | 4 | 0 | 15 |
| Spring – 1st year | | | | |
| ACC 120 Prin of Financial Accounting | 3 | 2 | 0 | 4 |
| BUS 115 Business Law I | 3 | 0 | 0 | 3 |
| BUS 240 Business Ethics | 3 | 0 | 0 | 3 |
| MKT 120 Principles of Marketing | 3 | 0 | 0 | 3 |
| ENG 114 Prof Research & Reporting | 3 | 0 | 0 | 3 |
| OR ENG 112 or ENG 113 | | | | |
| Total | 15 | 2 | 0 | 16 |
| Fall – 2nd year | | | | |
| ACC 121 Prin in Managerial Accounting | 3 | 2 | 0 | 4 |
| BUS 116 Business Law II | 3 | 0 | 0 | 3 |
| ECO 251 Prin of Microeconomics | 3 | 0 | 0 | 3 |
| Business Elective | 3 | 0 | 0 | 3 |
| Business Elective | 3 | 0 | 0 | 3 |
| Social/Behavioral Science Elective | 3 | 0 | 0 | 3 |
| Total | 18 | 2 | 0 | 19 |
| Spring – 2nd year | | | | |
| BUS 285 Business Management Issues | 2 | 2 | 0 | 3 |
| ECO 252 Prin of Macroeconomics | 3 | 0 | 0 | 3 |
| Business Elective | 3 | 0 | 0 | 3 |
| Business Elective | 3 | 0 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| Total | 14 | 2 | 0 | 15 |
| Grand Total | 60 | 10 | 0 | 65 |

Business Administration • A25120

Evening Courses Offered On Demand (See Your Business Advisor)

ACC 120 Prin of Financial Accounting4
 ACC 121 Prin in Managerial Accounting4
 BUS 110 Introduction to Business3
 BUS 115 Business Law I3
 BUS 116 Business Law II3
 BUS 137 Principles of Management3
 BUS 240 Business Ethics3
 BUS 285 Business Management Issues3
 CIS 110 Introduction to Computers3
 ECO 251 Prin of Microeconomics3
 ECO 252 Prin of Macroeconomics3
 ENG 111 Writing and Inquiry3
 ENG 112 Writing/Research in the Disc3
 OR ENG 113 Literature-Based Research3
 OR ENG 114 Prof Research & Reporting3
 MAT 110 Math Measurement & Literacy3
 OR MAT 143 Quantitative Literacy3
 MKT 120 Principles of Marketing3
 Humanities/Fine Arts: Elective3
 Social/Behavioral Sciences: Elective.....3
 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,
 CTS 130, ETR 215, ETR 220, ETR 230, ETR 240, INT 110, MKT 123,
 MKT 220, MKT 221, MKT 223, 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 Required65

DEVELOPMENTAL COURSE REQUIREMENTS*

CTS 080 Computing Fundamentals.....3
 DRE 098 Integrated Reading Writing III3
 DMA DMA 010, DMA 020, DMA 030 (MAT 110).....3
 DMA 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.

Business Administration Diploma Program • D25120

GENERAL EDUCATION COURSES:.....SHC

| | |
|-----------------------------------|---|
| English/Communications: | |
| ENG 111 Writing and Inquiry | 3 |
| Social/Behavioral Sciences: | |
| Elective | 3 |

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 |
| BUS 240 Business Ethics | 3 |
| CIS 110 Introduction to Computers | 3 |
| ECO 251 Prin of Microeconomics | 3 |
| MKT 120 Principles of Marketing | 3 |

Business Electives.....6

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).

Total Credit Hours Required.....37

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 • D25120 Suggested Program Sequence

| | | | | |
|-----------------------------------|-----------|----------|----------|-----------|
| Fall – 1st year | | | | |
| BUS 110 Introduction to Business | 3 | 0 | 0 | 3 |
| BUS 137 Principles of Management | 3 | 0 | 0 | 3 |
| CIS 110 Introduction to Computers | 2 | 2 | 0 | 3 |
| ENG 111 Writing and Inquiry | 3 | 0 | 0 | 3 |
| Total | 11 | 2 | 0 | 12 |

| | | | | |
|--------------------------------------|-----------|----------|----------|-----------|
| Spring – 1st year | | | | |
| ACC 120 Prin of Financial Accounting | 3 | 2 | 0 | 4 |
| BUS 115 Business Law I | 3 | 0 | 0 | 3 |
| BUS 240 Business Ethics | 3 | 0 | 0 | 3 |
| MKT 120 Principles of Marketing | 3 | 0 | 0 | 3 |
| Total | 12 | 2 | 0 | 13 |

| | | | | |
|--------------------------------|----------|----------|----------|----------|
| Fall – 2nd year | | | | |
| ECO 251 Prin of Microeconomics | 3 | 0 | 0 | 3 |
| Business Elective | 3 | 0 | 0 | 3 |
| Business Elective | 3 | 0 | 0 | 3 |
| Total | 9 | 0 | 0 | 9 |

| | | | | |
|------------------------------------|-----------|----------|----------|-----------|
| Spring – 2nd year | | | | |
| Social/Behavioral Science Elective | 3 | 0 | 0 | 3 |
| Total | 3 | 0 | 0 | 3 |
| Grand Total | 35 | 4 | 0 | 37 |

BUSINESS ADMINISTRATION General Cert. Prog. (C2512001)

MAJOR COURSES:.....SHC

| | |
|--|---|
| 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.....12

Business Administration – General Certificate (C2512001)

| | | | | |
|---------------------------|----------|----------|----------|----------|
| Fall – 1st year | | | | |
| BUS 110 Intro to Business | 3 | 0 | 0 | 3 |
| MKT 120 Prin of Marketing | 3 | 0 | 0 | 3 |
| Total | 6 | 0 | 0 | 6 |

| | | | | |
|----------------------------|-----------|----------|----------|-----------|
| Spring – 1st year | | | | |
| BUS 115 Business Law I | 3 | 0 | 0 | 3 |
| BUS 137 Prin of Management | 3 | 0 | 0 | 3 |
| Total | 6 | 0 | 0 | 6 |
| Grand Total | 12 | 0 | 0 | 12 |

BUSINESS ADMINISTRATION Advanced Cert. #1 (C2512002)

MAJOR COURSES:.....SHC

| | |
|--|---|
| 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 | 0 | 0 | 3 |
| BUS 137 Principles of Management | 3 | 0 | 0 | 3 |
| Total | 6 | 0 | 0 | 6 |

| | | | | |
|--------------------------------------|-----------|----------|----------|-----------|
| Spring – 1st year | | | | |
| ACC 120 Prin of Financial Accounting | 3 | 2 | 0 | 4 |
| BUS 115 Business Law I | 3 | 0 | 0 | 3 |
| Total | 6 | 2 | 0 | 7 |
| Grand Total | 12 | 2 | 0 | 13 |

BUSINESS ADMINISTRATION

Advanced Certificate #2 (C2512003)

MAJOR COURSES:

| | |
|---|---|
| ACC 120 Prin of Financial Accounting | 4 |
| ACC 121 Prin of Managerial Accounting | 4 |
| CIS 110 Introduction to Computers | 3 |
| ECO 251 Prin of Microeconomics | 3 |
| ECO 252 Prin of Macroeconomics | 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 (C251003)

| | Class | Lab | Clin/WkExp | Credit |
|--------------------------------------|----------|----------|------------|-----------|
| Fall – 1st year | | | | |
| ACC 120 Prin of Financial Accounting | 3 | 2 | 0 | 4 |
| CIS 110 Introduction to Computers | 2 | 2 | 0 | 3 |
| ECO 251 Prin of Microeconomics | 3 | 0 | 0 | 3 |
| Total | 8 | 4 | 0 | 10 |

| | | | | |
|---------------------------------------|-----------|----------|----------|-----------|
| Spring – 1st year | | | | |
| ACC 121 Prin of Managerial Accounting | 3 | 2 | 0 | 4 |
| ECO 252 Prin of Macroeconomics | 3 | 0 | 0 | 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 | 0 | 0 | 3 |
| MKT 123 Fundamentals of Selling | 3 | 0 | 0 | 3 |
| Total | 6 | 0 | 0 | 6 |

| | | | | |
|---|-----------|----------|----------|-----------|
| Spring – 1st year | | | | |
| MKT 120 Principles of Marketing | 3 | 0 | 0 | 3 |
| MKT 220 Advertising and Sales Promotion | 3 | 0 | 0 | 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 | 3 | 2 | 0 | 4 |
| INT 110 International Business | 3 | 0 | 0 | 3 |
| Total | 6 | 2 | 0 | 7 |

| | | | | |
|----------------------------------|-----------|----------|----------|-----------|
| Spring – 1st year | | | | |
| BUS 115 Business Law I | 3 | 0 | 0 | 3 |
| BUS 137 Principles of Management | 3 | 0 | 0 | 3 |
| ECO 252 Prin of Macroeconomics | 3 | 0 | 0 | 3 |
| Total | 9 | 0 | 0 | 9 |
| Grand Total | 15 | 2 | 0 | 16 |