

Business Administration

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.

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.

*HUM-115 Critical Thinking is highly recommended by the faculty to fulfill the humanities requirement.

Associate in Applied Science Degree (AAS) Business Administration (A25120)

Fall Semester 1		Lec	Lab	Clinic	Credit
ACA-115	Success and Study Skills	0	2	0	1
BUS-110	Introduction to Business	3	0	0	3
BUS-125	Personal Finance	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
ENG 110	Freshman Composition	3	0	0	3
OST-136	Word Processing	2	2	0	3
Total:					16
Spring Semester 1		Lec	Lab	Clinic	Credit
BUS-115	Business Law I	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
MAT-110	Math Measurement and Literacy	2	2	0	3
MKT-120	Principles of Marketing	3	0	0	3
Total:					15
Summer Semester 1		Lec	Lab	Clinic	Credit
	Humanities/Fine Arts*	3	0	0	3
Total:					3
Fall Semester 2		Lec	Lab	Clinic	Credit
ACC-120	Principles of Financial Accounting	3	2	0	4
BUS-255	Organizational Behavior in Business	3	0	0	3
ECO-252	Principles of Macroeconomics	3	0	0	3
ETR-220	Innovation and Creativity	3	0	0	3
MKT-223	Customer Service	3	0	0	3
Total:					16

Spring Semester 2		Lec	Lab	Clinic	Credit
ACC-121	Principles of Managerial Accounting	3	2	0	4
BUS-230	Small Business Management	3	0	0	3
BUS-253	Leadership and Management Skills	3	0	0	3
ECO-251	Principles of Microeconomics	3	0	0	3
MKT-232	Social Media Marketing	3	2	0	4
					Total: 17

Total Credit Hours: 67

Diploma in Business Administration (D25120)

Fall Semester 1		Lec	Lab	Clinic	Credit
BUS-110	Introduction to Business	3	0	0	3
BUS-125	Personal Finance	3	0	0	3
BUS-255	Organizational Behavior in Business	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
ENG 110	Freshman Composition	3	0	0	3
MKT-223	Customer Service	3	0	0	3
					Total: 18

Spring Semester 1		Lec	Lab	Clinic	Credit
BUS-115	Business Law I	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
BUS-230	Small Business Management	3	0	0	3
BUS-253	Leadership and Management Skills	3	0	0	3
ECO-251	Principles of Microeconomics	3	0	0	3
MKT-120	Principles of Marketing	3	0	0	3
					Total: 18

Total Credit Hours: 36

Certificate in Business Administration-Business Basics (C25120BB)

Fall Semester 1		Lec	Lab	Clinic	Credit
ACC-120	Principles of Financial Accounting	3	2	0	4
BUS-110	Introduction to Business	3	0	0	3
					Total: 7

Spring Semester 1		Lec	Lab	Clinic	Credit
BUS-137	Principles of Management	3	0	0	3
MKT-120	Principles of Marketing	3	0	0	3
					Total: 6

Total Credit Hours: 13

Certificate in Business Administration-Marketing (C25120M)

Fall Semester 1

		Lec	Lab	Clinic	Credit
ETR-220	Innovation and Creativity	3	0	0	3
MKT-223	Customer Service	3	0	0	3
					Total: 6

Spring Semester 1

		Lec	Lab	Clinic	Credit
MKT-120	Principles of Marketing	3	0	0	3
MKT-232	Social Media Marketing	3	2	0	4
					Total: 7

Total Credit Hours: 13

Certificate in Business Administration-Small Business Start-Up (C25120SB)

Spring Semester 1

		Lec	Lab	Clinic	Credit
BUS-115	Business Law I	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
BUS-230	Small Business Management	3	0	0	3
MKT-120	Principles of Marketing	3	0	0	3
					Total: 12

Total Credit Hours: 12