

BUSINESS ADMINISTRATION DEGREE (A25120)

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.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ACC 120 Principles of Financial Accounting I	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
CIS 110 Introduction to Computers	2	2	3
Total	11/12	4/6	14
SPRING SEMESTER			
ACC 121 Principles of Managerial Accounting	3	2	4
BUS 137 Principles of Management	3	0	3
*ENG 111 Writing and Inquiry	3	0	3
**Math Elective	2/3	2	3/4
Total	11/12	4	13/14
SUMMER SEMESTER			
BUS 230 Small Business Management	3	0	3
**Humanities/Fine Arts Elective	3	0	3
***Major Elective	3	0	3
Total	9	0	9
FALL SEMESTER			
BUS 225 Business Finance	2	2	3
BUS 260 Business Communication	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
**English/Communication Elective	3	0	3
MKT 123 Fundamentals of Selling	3	0	3
Total	14	2	15
SPRING SEMESTER			
BUS 240 Business Ethics	3	0	3
BUS 285 Business Management Issues	2	2	3
ECO 252 Principles of Macroeconomics	3	0	3
MKT 120 Principles of Marketing	3	0	3
WBL 110 World of Work	1	0	1
****Work-Based Learning Experience	0	20	2
Total	12	22	15
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			66/67

*This course is a component of the general education requirements needed for graduation.

BUSINESS ADMINISTRATION DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVE Select <i>one</i> course from the following:			
BUS 151 People Skills	3	0	3
BUS 253 Leadership & Management Skills	3	0	3
MKT 121 Retailing	3	0	3
BUS 261 Diversity in Mgmt	3	0	3
BUS 270 Professional Development	3	0	3
MKT 221 Consumer Behavior	3	0	3
****WORK-BASED LEARNING EXPERIENCE Select <i>two (2) SHC</i> from the following:			
WBL 111 Work-Based Learning I	0	10	1
WBL 112 Work-Based Learning I	0	20	2
WBL 121 Work-Based Learning II	0	10	1
WBL 131 Work-Based Learning III	0	10	1

BUSINESS ADMINISTRATION DIPLOMA (D25120)

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ACC 120 Principles of Financial Accounting I	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
MKT 123 Fundamentals of Selling	3	0	3
Total	12/13	2/4	14
SPRING SEMESTER			
BUS 240 Business Ethics	3	0	3
BUS 137 Principles of Management	3	0	3
ENG 111 Writing and Inquiry	3	0	3
CIS 110 Introduction to Computers	2	2	3
MKT 120 Principles of Marketing	3	0	3
Total	14	2	15
SUMMER SEMESTER			
BUS 230 Small Business Management	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
***Major Elective	3	0	3
Total	9	0	9
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA	36	4	38

BUSINESS ADMINISTRATION DIPLOMA REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
***MAJOR ELECTIVE <i>Select one course from the following:</i>			
BUS 151 People Skills	3	0	3
BUS 253 Leadership & Management Skills	3	0	3
MKT 121 Retailing	3	0	3
BUS 261 Diversity in Mgmt	3	0	3
BUS 270 Professional Development	3	0	3
MKT 221 Consumer Behavior	3	0	3

BUSINESS ADMINISTRATION TRANSFER CERTIFICATE (C25120G)

This certificate prepares individuals for both the business world and would jump start their track to a business degree from another college or university.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
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
ECO 251 Principles of Microeconomics	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	2	16

BUSINESS ANALYTICS CERTIFICATE (C25120C)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 121 Principles of Managerial Acct.	3	2	4
BUS 225 Business Finance	2	2	3
BUS 240 Business Ethics	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	11	4	13

BUSINESS LEADERSHIP CERTIFICATE (C25120D)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
BUS 137 Principles of Management	3	0	3
BUS 151 People Skills OR BUS 253 Leadership & Management Skills	3	0	3
BUS 240 Business Ethics	3	0	3
BUS 260 Business Communication	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	0	12

BUSINESS MARKETING CERTIFICATE (C25120F)

This certificate prepares individuals for careers in marketing. It is designed to introduce individuals to the core aspects of the marketing and the digital world.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
BUS 240 Business Ethics	3	0	3
MKT 120 Principles of Marketing	3	0	3
MKT 123 Fundamentals of Selling	3	0	3
Select one course from the following:			
MKT 121 Retailing	3	0	3
MKT 221 Consumer Behavior	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	0	12

CORE BUSINESS CERTIFICATE (C25120E)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 137 Principles of Management	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
MKT 120 Principles of Marketing	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	2	16

MANAGEMENT CERTIFICATE (C25120A)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
BUS 137 Principles of Management	3	0	3
BUS 230 Small Business Management	3	0	3
BUS 240 Business Ethics	3	0	3
BUS 253 Leadership and Mgmt. Skills	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	0	12

ENTREPRENEURSHIP CERTIFICATE (C25120J)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
BUS 110 Introduction to Business	3	0	3
BUS 230 Small Business Management	3	0	3
BUS 240 Business Ethics	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
MKT 120 Principles of Marketing	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	0	15