

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	1	0	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	12	4	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 Communications	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
*ENG 114 Prof. Res. & Reporting OR *COM 231 Public Speaking	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
WBL Exp./Designated Major Elective	0/2	20/0	2
Total	12/14	22/2	15
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			66/67
*HUMANITIES/FINE ARTS ELECTIVE - Choose one (1) course from the following:			
ART 111 Art Appreciation	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
*MATH ELECTIVE - Choose one (1) course from the following:			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4

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

BUSINESS ADMINISTRATION DEGREE REQUIREMENTS – CONTINUED

Course Number & Name	Class Hours	Lab Hours	Credit Hours
** MAJOR ELECTIVES <i>Choose one (1) 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
MKT 230 Public Relations	3	0	3

NOTE: Students are required to take ACA 111 in their first semester.

NOTE: Work Based Learning courses include WBL 111, 112, 121, 131

BUSINESS ADMINISTRATION DIPLOMA (D25120)

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COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success	1	0	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	13	2	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
** MAJOR ELECTIVES <i>Choose one (1) 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 Management	3	0	3
BUS 270 Professional Development	3	0	3
MKT 221 Consumer Behavior	3	0	3
MKT 230 Public Relations	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 Communications	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
Pick one (1) of the following:			
MKT 121 Retailing	3	0	3
MKT 230 Public Relations	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