

PROGRAMS

BUSINESS ADMINISTRATION

Contact(s): Lorie Narolewski

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 and 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. 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.

Learning Outcomes

Upon completion of this program, students will be able to:

- Evaluate and apply managerial techniques.
- Evaluate and apply effective marketing techniques.
- Analyze transactions, apply the rules of debit and credit properly, and prepare managerial accounting reports.
- Effectively communicate in writing to business customers and co-workers.

Business Administration Degree – A25120

First Year		
Fall		Credit Hours
ACA 111 or ACA 122	College Student Success College Transfer Success	1
ACC 120	Principles of Financial Accounting	4
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
ENG 111	Writing and Inquiry	3
	Credit Hours	14
Spring		Credit Hours
ACC 121	Principles of Managerial Accounting	4
BUS 137	Principles of Management	3
ECO 251 or ECO 252	Principles of Microeconomics Principles of Macroeconomics	3
COM 120 or COM 231 or ENG 112 or ENG 114	Intro to Interpersonal Communication Public Speaking Writing and Research in the Disciplines Professional Research & Reporting	3
MAT 143 or MAT 152 or MAT 171	Quantitative Literacy Statistical Methods I Precalculus Algebra	3-4
	Credit Hours	16-17
Summer		Credit Hours
Humanities elective *		3
Social/Behavioral Science elective *		3
	Credit Hours	6
Second Year		
Fall		Credit Hours

Programs

ACC 149	Introduction to Accounting Spreadsheets	2
ACC 150	Accounting Software Applications	2
BUS 115	Business Law I	3
BUS 260	Business Communication	3
MKT 120	Principles of Marketing	3
	Credit Hours	13
Spring		Credit Hours
Business electives*		15
	Credit Hours	15
	Total Credit Hours	64-65

Business Elective List

Courses		Credit Hours
BUS 125	Personal Finance	3
BUS 151	People Skills	3
BUS 153	Human Resource Management	3
BUS 240	Business Ethics	3
BUS 253	Leadership and Management Skills	3
BUS 280	REAL Small Business	4
ETR 210	Introduction to Entrepreneurship	3
INT 110	International Business	3
PMT 110	Introduction to Project Management	3

Business Administration Part-time Pathway

Term 1		Credit Hours
ACA 111 or ACA 122	College Student Success College Transfer Success	1
ACC 120	Principles of Financial Accounting	4
BUS 110	Introduction to Business	3
	Credit Hours	8
Term 2		Credit Hours
CIS 110	Introduction to Computers	3
ENG 111	Writing and Inquiry	3
	Credit Hours	6
Term 3		Credit Hours
ACC 121	Principles of Managerial Accounting	4
BUS 137	Principles of Management	3
ECO 251 or ECO 252	Principles of Microeconomics Principles of Macroeconomics	3
	Credit Hours	10
Term 4		Credit Hours
COM 120	Intro to Interpersonal Communication	3

or COM 231	Public Speaking	
or ENG 112	Writing and Research in the Disciplines	
or ENG 114	Professional Research & Reporting	
MAT 143 or MAT 152 or MAT 171	Quantitative Literacy Statistical Methods I Precalculus Algebra	3-4
	Credit Hours	6-7
Term 5		Credit Hours
Humanities elective *		3
Social Science elective *		3
	Credit Hours	6
Term 6		Credit Hours
ACC 149	Introduction to Accounting Spreadsheets	2
BUS 115	Business Law I	3
	Credit Hours	5
Term 7		Credit Hours
ACC 150	Accounting Software Applications	2
BUS 260	Business Communication	3
MKT 120	Principles of Marketing	3
	Credit Hours	8
Terms 8-10		Credit Hours
Business electives *		15
	Credit Hours	15
	Total Credit Hours	64-65

Business Administration Diploma – D25120

First Year		
Fall		Credit Hours
ACA 111 or ACA 122	College Student Success College Transfer Success	1
ACC 120	Principles of Financial Accounting	4
BUS 115	Business Law I	3
BUS 125	Personal Finance	3
BUS 240	Business Ethics	3
MKT 120	Principles of Marketing	3
	Credit Hours	17
Spring		Credit Hours
BUS 137	Principles of Management	3
BUS 151	People Skills	3
BUS 153	Human Resource Management	3
ECO 251	Principles of Microeconomics	3

Programs

or ECO 252	Principles of Macroeconomics	
ENG 111	Writing and Inquiry	3
	Credit Hours	15
Summer		Credit Hours
CIS 110	Introduction to Computers	3
Social/Behavioral Science elective*		3
	Credit Hours	6
	Total Credit Hours	38

Business Administration Certificate Option – C25120

First Year		
Fall		Credit Hours
ACA 111 or ACA 122	College Student Success College Transfer Success	1
BUS 110	Introduction to Business	3
BUS 240	Business Ethics	3
	Credit Hours	7
Spring		Credit Hours
BUS 137	Principles of Management	3
BUS 151	People Skills	3
BUS 280 or ETR 210	REAL Small Business Introduction to Entrepreneurship	3-4
	Credit Hours	9-10
	Total Credit Hours	16-17

Business Administration Small Business Entrepreneurship – C25120E

First Year		
Fall		Credit Hours
ACA 111 or ACA 122	College Student Success College Transfer Success	1
MKT 120	Principles of Marketing	3
PMT 110	Introduction to Project Management	3
	Credit Hours	7
Spring		Credit Hours
BUS 137	Principles of Management	3
BUS 151	People Skills	3
BUS 280 or ETR 210	REAL Small Business Introduction to Entrepreneurship	3-4
	Credit Hours	9-10
	Total Credit Hours	16-17

Business Administration Marketing Certificate Option – C25120M

First Year		
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Fall		Credit Hours
ACA 111 or ACA 122	College Student Success College Transfer Success	1
BUS 110	Introduction to Business	3
MKT 120	Principles of Marketing	3
	Credit Hours	7
Spring		Credit Hours
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
	Credit Hours	6
	Total Credit Hours	13

Business Administration - CCP

Courses		Credit Hours
ACA 111	College Student Success	1
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	13