



**BUSINESS ADMINISTRATION**  
**Associate in Applied Science (A25120)**  
**Fall 2018 – Spring 2019**

<b>Developmental Studies: DRE 098, DMA 010-040</b>		<b><u>Pre-reqs</u></b>	<b>Contact Hours</b>	<b>Credit Hours</b>
<b>FALL I</b>				
ACC 120	Principles of Financial Accounting I	DMA 010 – 030 and DRE 098	5	4
BUS 110	Introduction to Business	DRE 097	3	3
CIS 110 or CIS 111	Introduction to Computers Basic PC Literacy	DMA 010-040 and DRE 098 NONE	4 3	3 2
ENG 111	Expository Writing	DRE 098	3	3
BUS 121	Business Math	DMA 010-030	4	3
<b>SPRING I</b>				
CTS 130	Spreadsheet Concepts	CIS 110 or CIS 111	4	3
MKT 120	Principles of Marketing	None	3	3
OMT 156	Problem Solving Skills	None	3	3
Math/Science	Various		4	3
ACC 121	Principles of Managerial Accounting	ACC 120	5	4
<b>SUMMER I</b>				
BUS 125	Personal Finance	DMA 010-030	3	3
BUS 137	Principals of Management	DRE 098	3	3
ENG 114	Professional Research and Reporting	ENG 111	3	3
<b>FALL II</b>				
Elective	Business Elective		3	3
BUS 115	Business Law	DRE 098	3	3
Elective	Business Elective		3	3
BUS 225	Business Finance	DMA 010-030 & ACC 120 & BUS 121	4	3
ECO 151	Survey of Economics	ENG 097	3	3
<b>SPRING II</b>				
BUS 285	Business Management Issues	ACC 120 & BUS 115 & BUS 137 & MKT 120 & ECO 151	4	3
Elective	Business Elective		3	3
PMT 110	Intro to Project Management	BUS 110	3	3
Soc/Behav	Various		3	3
Hum/FA	Various		3	3
<b>Students must take a min. of 9 SHC from the elective picklist.</b>			9	9
<b>Total Credits Needed: Minimum 70</b>				

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.

**Business Administration Electives Picklist**

		<b>Pre-Reqs</b>	<b>Contact Hours</b>	<b>Credit Hours</b>	<b>Certificate</b>
ACC 122	Principles of Financial Acct. II	ACC 120	3	3	Free Elective
ACC 129	Individual Income Taxes	ACC 120	4	3	Free Elective
ACC 150	Accounting Software Apps	ACC 115 or ACC 120 & CIS 110 or CIS 111	3	2	Entrepreneurship
ACC 220	Intermediate Accounting I	ACC 120 & ACC 122	5	4	Free Elective
BAF 110	Principles of Banking	None	3	3	Banking & Finance
BAF 111	Teller Training	None	3	3	Banking & Finance
BAF 143	Financial Planning	None	3	3	Financial Planning
BAF 232	Consumer Lending	None	3	3	Banking & Finance
BAF 234	Residential Mortgage Lending	None	3	3	Banking & Finance
BUS 135	Principles of Supervision	BUS 110	3	3	Mngmt & Supervision
BUS 230	Small Business Management	DRE 098	3	3	Entrepreneurship
BUS 253	Leadership & Management Skills	None	3	3	Leadership & Bus Etiquette
BUS 270	Professional Development	None	3	3	Financial Planning & Leadership & Bus Etiquette
CTS 240	Project Management	BUS 110	4	3	Project Management
DBA 110	Database Concepts	CIS 110 or CIS 111	5	3	Office Systems
INS 121	Life Insurance	None	3	3	Financial Planning
INT 110	International Business	None	3	3	International Business Mngmt & Supervision
MKT 221	Consumer Behavior	BUS 110	3	3	Customer Service
MKT 223	Customer Service	None	3	3	Customer Service Project Management Entrepreneurship International Business
MKT 224	International Marketing	DRE 098	3	3	International Business
MKT 232	Social Media Marketing	None			Customer Service
OST 136	Word Processing	CIS 110 or CIS 111 or OST 131	4	3	Office Systems
SPA 111	Elementary Spanish I	DRE 098, Co-req: SPA 181	3	3	Free Elective
SPA 181	Spanish Lab	DRE 098, Co-req: SPA 111	2	1	Free Elective
WBL 111B	Work Based Learning I	WBL Application	10	1	Free Elective
WBL 121B	Work Based Learning II	WBL Application	10	1	Free Elective
WBL 131B	Work Based Learning III	WBL Application	10	1	Free Elective