**Business Administration**

**Developmental Courses if Needed**

**ENG 025 \_\_\_\_ MAT 025 \_\_\_\_ MAT 035 \_\_\_\_**

**Student Educational Plan**

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| **Associate in Applied Science** | | |
| **Fall Semester - 1st Year** | | |
| ACA 122 | College Transfer Success | 1 |
| ACC 120 | Principles of Accounting | 4 |
| BUS 110 | Introduction to Business | 3 |
| BUS 121 | Business Math | 3 |
| CIS 110 | Introduction to Computers | 3 |
| ENG 111 | Writing and Inquiry | 3 |
| **Spring Semester – 1st Year** | | |
| ACC 121 | Principles of Managerial Accounting | 4 |
| ACC 150 | Accounting Software Applications | 2 |
| BUS 137 | Principles of Management | 3 |
| CTS 130 | Spreadsheets | 3 |
| MAT | Take MAT 110, 143 OR 152 | 3-4 |
| **Summer I** | | |
| ECO 251 | Principles of Economics | 3 |
| MKT 120 | Principles of Marketing | 3 |
| **Fall Semester – 2nd Year** | | |
| BUS 115 | Business Law I | 3 |
| BUS 125 | Personal Finance | 3 |
| BUS 230 | Small Business Management | 3 |
| MKT 123 | Fundamentals of Selling | 3 |
| COM | COM 120 or COM 231 | 3 |
| **Spring Semester – 2nd Year** | | |
| BUS 153 | Human Resource Mgmt. | 3 |
| BUS 260 | Business Communications | 3 |
| CSV 110 | Intro to Customer Service | 3 |
| HUM/FA | HUM 110, HUM 115, or PHI 240 | 3 |
| WBL 111  OST 286 | Work Based Learning  Professional Development | 1  3 |
| **66-69 TOTAL CREDIT HOURS** | | |

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| --- | --- | --- |
| **Diploma** | | |
| **Fall Semester - 1st Year** | | |
| BUS 110 | Introduction to Business | 3 |
| BUS 115 | Business Law I | 3 |
| ACC 120 | Principles of Accounting | 4 |
| ECO 251 | Principles of Economics | 3 |
| ENG 111 | Writing and Inquiry | 3 |
| ACA 122 | College Transfer Success | 1 |
| **Spring Semester – 1st Year** | | |
| BUS 137 | Principles of Management | 3 |
| BUS 260 | Business Communications | 3 |
| CIS 110 | Introduction to Computers | 3 |
| CTS 130 | Spreadsheets | 3 |
| CSV 110 | Intro to Customer Service | 3 |
| **Summer I** | | |
| MKT 120 | Principles of Marketing | 2 |
| COM | COM 120 or COM 231 | 3 |
| **38 TOTAL CREDIT HOURS** | | |

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| **Bookkeeping Certificate** | | |
| ACC 120 | Principles of Accounting | 4 |
| ACC 150 | Accounting Software Applications | 2 |
| BUS 121 | Business Math | 3 |
| CTS 130 | Spreadsheets | 3 |
| **12 TOTAL CREDIT HOURS** | | |

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| **Human Resource Certificate** | | |
| BUS 110 | Introduction to Business | 3 |
| BUS 137 | Principles of Management | 3 |
| BUS 153 | Human Resource Mgmt. | 3 |
| CSV 110 | Intro to Customer Service | 3 |
| **12 TOTAL CREDIT HOURS** | | |

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| **Management Certificate** | | |
| ACC 120 | Principles of Accounting | 4 |
| BUS 115 | Business Law I | 3 |
| BUS 137 | Principles of Management | 3 |
| ECO 251 | Principles of Economics | 3 |
| **13 TOTAL CREDIT HOURS** | | |

# Note

# This is a guide only. Please speak to your student success representative for an official plan.

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| **Marketing Certificate** | | |
| BUS 110 | Introduction to Business | 3 |
| CSV 110 | Intro to Customer Service | 3 |
| MKT 120 | Principles of Marketing | 3 |
| MKT 123 | Fundamentals of Selling | 3 |
| **12 TOTAL CREDIT HOURS** | | |

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| --- | --- | --- |
| **Small Business Certificate** | | |
| ACC 120 | Principles of Accounting | 4 |
| ACC 150 | Accounting Software Applications | 2 |
| BUS 230 | Small Business Management | 3 |
| MKT 120 | Principles of Marketing | 3 |
| **12 TOTAL CREDIT HOURS** | | |

