

Business Administration

Management/Marketing Option

For continued study in the fields of management or marketing at four-year institutions.

General Education (33 credits)

EC 101	Economics I
EC 102	Economics II
EN 101	Composition I
EN 102	Composition II
EN 103	Business Writing
ENS 106	Public Speaking
MA 109	Pre-Calculus or
MA 110	Quantitative Mathematics or
MA 111	Business Calculus

3 credits in Humanities,

4 credits Laboratory Science

6 credits in Social Sciences

Business Administration (32 credits)

(A minimum of a "C" grade is required for all courses with the following course codes: AC, BU, CIS)

AC 101	Financial Accounting I
AC 102	Financial Accounting II
AC 205	Managerial Accounting
BU 101	Introduction to Business
*BU 201	Business Law or
BU 213	Legal Environment of Business, Government and Society
BU 203	Principles of Marketing
BU 206	Business Statistics
BU 222	Principles of Management
BU 224	Principles of Finance
BU 235	Job-Seeking Techniques
CIS 125	Microcomputer Software I

* Seek advice from the Business Administration Department.

Sample Program

<i>First Semester</i>		<i>Credits</i>
AC 101	Financial Accounting I	3
BU 101	Introduction to Business	3
EC 101	Economics I	3
EN 101	Composition I	3
	Humanities and/or Social Science Electives	6
		18

<i>Second Semester</i>		<i>Credits</i>
AC 102	Financial Accounting II	3
CIS 125	Microcomputer Software I	3
EC 102	Economics II	3
EN 102	Composition II	3
ENS 106	Public Speaking	3
		15

<i>Third Semester</i>		<i>Credits</i>
AC 205	Managerial Accounting	3
BU 201	Business Law or	3
BU 213	Legal Environment of Business, Government and Society	
BU 203	Principles of Marketing	3
BU 222	Principles of Management	3
MA 109	Pre-Calculus or	
MA 110	Quantitative Mathematics or	
MA 111	Business Calculus	4
		16

<i>Fourth Semester</i>		<i>Credits</i>
BU 206	Business Statistics	4
BU 224	Principles of Management	3
BU 235	Job Seeking Techniques	1
	College Level Lab Science Humanities or Social Science Elective	4
EN 103	Business Writing	3
		1
		16

Total Credits for Degree 65

Associate in Science Degree

For continued study toward a bachelor's degree in Business Administration. Prepares for specialization in Accounting, Business Technology, Hotel and Restaurant Management, Public Administration, Finance, Management, Marketing, or other related business studies. Students are strongly encouraged to consult the Business faculty as early as possible to ensure choosing electives acceptable to transfer institutions. The Associate in Science degree is awarded at the completion of this program.

Graduates should be able to:

- Demonstrate general business knowledge.
- Give a clear, well-organized verbal presentation.
- Demonstrate content knowledge through in-class written assignments.
- Analyze a company's financial position after reviewing the contents of Basic Financial Statements.

