



Business Administration Diploma: D25120A

Total Semester Hours Required for Associates Diploma: 41 Credit Hours

Suggested Full-Time Schedule: The following suggested schedule based on full-time enrollment.

Part-Time Students: Begin with ACA 111, BUS 110, and ACC 120. Continue with sequence of required courses. General education courses may be taken at any time.

Fall Year 1

Complete	Course	Title	Credits	Pre-Req/Notes
	ACA-111	College Student Success	1	
	ACC-120	Principles of Financial Accounting	4	MAT-003/P1 & ENG-002/P1
	BUS-110	Intro to Business	3	
	CIS-110	Intro to Computers	3	ENG-002/P1
	ENG-111	Writing & Inquiry	3	ENG-003/P
TOTAL: 14 CREDIT HOURS				

Spring Year 1

Complete	Course	Title	Credits	Pre-Req/Notes
	BUS-137	Principles of Management	3	
	BUS-153	Human Resource Management	3	
	BUS-240	Business Ethics	3	
	MAT-143	Quantitative Literacy	3	MAT-003/P & ENG-002/P
TOTAL: 12 CREDIT HOURS				

Fall Year 2

Complete	Course	Title	Credits	Pre-Req/Notes
	BUS-115	Business Law I	3	
	MKT-120	Principles of Marketing	3	
	MKT-223	Customer Service	3	
	-	Business Admin. Major Elective	3	
	ECO-___	Economics Elective	3	
TOTAL: 15 CREDIT HOURS				