

# Business Administration

*Associate in Science  
with an emphasis in Business Administration  
CIP 24.0101*

## Careers

Sales  
Marketing  
Public Relations  
Advertising  
Bookkeeping  
Accounting  
Retail Management  
Small Business Management  
Operations Management  
Financial Services  
Banking

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## Program

*(Recommended Sequence of Courses)*

<b>Semester I</b>		<b>Hrs</b>
BUS120 I	Intro to Business	3
CIS100	Computer Concepts and Applications or	
CIS170	Microsoft Office	3
COL101	English Composition I	3
MAT105	College Algebra	3
PSY101	Intro to Psychology	3
Total Hours		15

<b>Semester II</b>		
BIO102	Principles of Biology	5
COL102	English Composition II	3
MAT115	Elementary Statistics	3
SOC102	Sociology	3
Fine Arts or History Elective		3
Total Hours		17

<b>Semester III</b>		
BUS210	Financial Accounting	3
BUS221	Business Law I	3
ECO207	Microeconomics	3
Fine Arts or History Elective		3
PSC120	Physical Science	5
Total Hours		17

<b>Semester IV</b>		
BUS212	Managerial Accounting	3
COM101	Public Speaking	3
ECO208	Macroeconomics	3
HUM105	Ethics	3
Business Elective*		3
Total Hours		15

*Associate in Science Graduation Total* **64**

\*Business Elective options:

BUS125	Personal Finance
BUS129	Human Relations in Business
BUS161	Customer Service
BUS222	Business Law II
BUS261	Business Communication
BUS275	Principles of Management
BUS278	Marketing
BUS279	Advertising

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