

# Business Administration (D25120)

## Degree Type

Diploma

## Credential Number

D25120

## General Education Requirements

### Communication

Take 6 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

## Major Requirements

### Technical Core

Take 12 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
MKT 120	Principles of Marketing	3

### Accounting

Take 4 credits from

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4

### Computer Applications

Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

## Concentration Requirements

Take 9 credits from

Item #	Title	Credits
BUS 121	Business Math	3
BUS 153	Human Resource Management	3
BUS 260	Business Communication	3

## Other Major Requirements

Take 6 credits from

Item #	Title	Credits
BUS 230	Small Business Management	3
CTS 130	Spreadsheet	3
PTE 119	Pathway to Employ-Business	3

### Course Sequencing

## 1st Semester (Fall)

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
ENG 111	Writing and Inquiry	3
PTE 119	Pathway to Employ-Business	3

## 2nd Semester (Spring)

Item #	Title	Credits
BUS 137	Principles of Management	3
BUS 153	Human Resource Management	3
	Other Major Requirements Choice (D25120)	3

## 3rd Semester (Summer)

Item #	Title	Credits
CIS 110	Introduction to Computers	3
MKT 120	Principles of Marketing	3

## 4th Semester (Fall)

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4
BUS 121	Business Math	3
BUS 260	Business Communication	3
COM 231	Public Speaking	3
<b>Total Credits</b>		<b>40</b>