



BUSINESS ADMINISTRATION:
GENERAL BUSINESS ADMINISTRATION
A.A.S. Degree
Day, Evening, & Online

PROGRAM PLANNING GUIDE

Course Number <u>SEMESTER</u>		Course Title <u>FIRST</u>	Hours Per Week			
			Class	Lab	Work	Credits
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
BUS	139	Entrepreneurship I	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
ENG	111	Writing and Inquiry U	3	0	0	3
MAT		Math Elective	2	2	0	3
Total Hours – 18						
<u>SECOND SEMESTER</u>						
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	121	Business Math	2	2	0	3
ECO		Social Science Elective*	3	0	0	3
Total Hours – 16						
<u>THIRD SEMESTER</u>						
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	153	Human Resource Management	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
BUS	255	Organizational Behavior in Business	3	0	0	3
ENG	114	Prof Research & Reporting (Could sub ENG 112 U or COM 231 U)	3	0	0	3
Total Hours – 16						
<u>FOURTH SEMESTER</u>						
HUM	115	Critical Thinking	3	0	0	3
MKT	223	Customer Experience	3	0	0	3
BUS	285	Business Management Issues**	2	2	0	3
		Business Major Electives	6	0	0	6
Total Hours – 15						

TOTAL GRADUATION REQUIREMENT – 65 SEMESTER CREDIT HOURS

*Recommend taking MAT Elective before ECO to be most successful

**Prerequisite – Must take BUS 137 – Recommend also taking at minimum BUS 110 before BUS 285

Date Revised: May 2024

Bold courses are core to the program. U = UGETC (Universal General Education Transfer Component Course)

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Registrar's Office Approved 5/8/24

Social Science Elective (Choose a minimum of 3 credit hours):

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics U	3	0	0	3
ECO	252	Principles of Macroeconomics U	3	0	0	3

Mathematics Elective (Choose a minimum of 3 credit hours):

MAT	110	Mathematical Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy U	2	2	0	3
MAT	171	Precalculus Algebra U	3	2	0	4

Business Major Electives (Choose a minimum of 6 credit hours):

BUS	116	Business Law II	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
BUS	151	People Skills	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
BUS	260	Business Communications	3	0	0	3
INT	110	International Business	3	0	0	3
INT	210	International Trade	3	0	0	3
WBL	111-HB	Work-Based Learning I (10 hours/week)	0	0	10	1
WBL	112-HB	Work-Based Learning II (20 hours/week)	0	0	20	2
WBL	113-HB	Work-Based Learning III (30 hours/week)	0	0	30	3

Suggested Focuses for Business Major Electives:

Communications Focus: Take BUS 151 and BUS 260

Entrepreneurship Focus: Take BUS 116 and BUS 230

Financial Success Focus: Take BUS 125 and BUS 260

International Business Focus: Take INT 110 and INT 210

Work-Based Learning Focus: Take 3 Hours of WBL and BUS 151

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