

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

**PROGRAM PLANNING GUIDE**

Course Number	Course Title	Class	Hours Per Week		Credits
			Lab	Work/ Clinical	
<b><u>FIRST SEMESTER</u></b>					
<b>BUS 110</b>	<b>Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>BUS 137</b>	<b>Principles of Management</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
CIS 110	Intro to Computers	3	0	0	3
—	Social Science Elective (Choose a minimum of 3 credit hours from the Social Science Elective list.)	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
<b>MKT 120</b>	<b>Principles of Marketing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b><u>SECOND SEMESTER</u></b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
<b>BUS 115</b>	<b>Business Law I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
BUS 121	Business Math	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 255	Org Behavior in Business	3	0	0	3
<b><u>THIRD SEMESTER</u></b>					
ACC 121	Principles of Managerial Accounting	3	2	0	4
—	Mathematics Elective (Choose a minimum of 3 credit hours from the Mathematics Elective list.)	2	2	0	3
BUS 153	Human Resources Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
<b><u>FOURTH SEMESTER</u></b>					
HUM 115	Critical Thinking	3	0	0	3
MKT 221	Consumer Behavior	3	0	0	3
BUS 285	Bus. Management Issues	3	0	0	3
—	Business Administration Major Elective (Choose a minimum of 6 credit hours from the Business Administration Major Elective list.)	6	0	0	6

**TOTAL GRADUATION REQUIREMENT: 66 SEMESTER CREDIT HOURS**

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

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	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	2	2	0	3

**Business Administration Major Elective (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	228	Business Statistics	2	2	0	3
BUS	230	Small Business Management	3	0	0	3
BUS	245	Entrepreneurship II	3	0	0	3
BUS	260	Business Communications	3	0	0	3
BAS	120	Intro to Analytics	3	0	0	3
WBL	111	Work-Based Learning I	0	0	0	1
WBL	112	Work-Based Learning I	0	0	20	2
WBL	113	Work-Based Learning I	0	0	30	3