

Business Administration (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

COURSE REQUIREMENTS

Richmond Community College provides day and evening course sequences for selected programs to enable students to better plan what courses to take to reach their educational goals. However, given the continued increase in the use of technology in instruction and increasing student demand for distance learning courses, the College may offer hybrid, online, web-based and information highway courses in place of traditional courses in any course sequence that is listed. Therefore, students should be aware of this possibility and prepare themselves to successfully function in a hybrid, online, web-based, or information highway course.

	Class	Lab	Work/ Clinical	Credit
A. General Education Courses				
1. Required Courses				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disciplines	3	0	0	3
Humanities/Fine Arts Elective*	3	0	0	3
Social/Behavioral Sciences Elective*	3	0	0	3
2. Required Subject Area				
MAT 143 Quantitative Literacy	2	2	0	3
or				
MAT 171 Precalculus Algebra	3	2	0	4
B. Major Courses				
1. Core Courses				
<i>To receive a degree, diploma, or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>				
ACC 120 Principles of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
or				
CIS 111 Basic PC Literacy	1	2	0	2
ECO 252 Principles of Macroeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3

2. Concentration Requirements (12 SHC)

Choose either General Business Admin or Public Admin Track:

a. General Business Administration Track

BUS	121	Business Mathematics	2	2	0	3
BUS	125	Personal Finance	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
BUS	230	Small Business Management	3	0	0	3

b. Public Administration Track

PAD	151	Intro to Public Admin	3	0	0	3
PAD	152	Ethics in Government	3	0	0	3
PAD	251	Public Finance & Budgeting	3	0	0	3
PAD	252	Public Policy Analysis	3	0	0	3

3. Other Major Courses

ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	239	Business Applications Seminar	1	2	0	2
		or				
WBL	111	Work Based Learning I	0	0	10	1
		and				
WBL	115	Work Based Learning Seminar I	1	0	0	1
CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3

4. Required Subject Area

Business Electives (Select 6 credits from the following courses)

ACC	122	Principles of Financial Accounting II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	130	Business Income Taxes	2	2	0	3
ACC	225	Cost Accounting	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	139	Entrepreneurship I	3	0	0	3
BUS	228	Business Statistics	2	2	0	3
BUS	260	Business Communication	3	0	0	3
BUS	261	Diversity in Management	3	0	0	3
BUS	280	REAL Small Business	4	0	0	4
INT	110	International Business	3	0	0	3
MKT	221	Consumer Behavior	3	0	0	3
MKT	223	Customer Service	3	0	0	3
MKT	224	International Marketing	3	0	0	3
MKT	228	Service Marketing	3	0	0	3
PAD	151	Intro to Public Admin	3	0	0	3
PAD	152	Ethics in Government	3	0	0	3
PAD	251	Public Finance & Budgeting	3	0	0	3
PAD	252	Public Policy Analysis	3	0	0	3
PMT	110	Intro to Project Management	3	0	0	3
PMT	210	Project Management Issues	2	2	0	3

PMT	215	Project Management Leadership	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	120	Spanish for the Workplace	3	0	0	3

Note: Only 3 SHC of SPA are allowed towards the Business Administration degree.

C. Other Required Courses

ACA	122	College Transfer Success	0	2	0	1
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Total Credit Hours

67-69

*Approved Electives are listed on the page before the Course Descriptions.

SEMESTER SCHEDULE BA: GENERAL BUSINESS (A25120GB) (DAY)

			Class	Lab	Work/ Clinical	Credit
First Year – Fall Semester						
ACA	122	College Transfer Success	0	2	0	1
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		or				
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		or				
MAT	171	Precalculus Algebra	3	2	0	4
			—	—	—	—
			12-14	6	0	15-17
First Year – Spring Semester						
BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Business Elective I	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			—	—	—	—
			17	2	0	18
Second Year – Fall Semester						
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	121	Business Mathematics	2	2	0	3
BUS	153	Human Resource Management	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Business Elective II	3	0	0	3
			—	—	—	—
			14	4	0	16

Second Year – Spring Semester

ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	125	Personal Finance	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
BUS	239	Business Applications Seminar	1	2	0	2
	or					
WBL	111	Work Based Learning I	0	0	10	1
	and					
WBL	115	Work Based Learning Seminar I	1	0	0	1
ECO	251	Principles of Microeconomics	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			16	4	0-10	18

Total Credit Hours**67-69**

*Approved Electives are listed on the page before the Course Descriptions.

**BUSINESS ADMINISTRATION (CERTIFICATE) (C25120)
COURSE REQUIREMENTS**

			Work/			
			Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
	or					
CTS	130	Spreadsheet	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
	or					
CIS	111	Basic PC Literacy	1	2	0	2
MKT	120	Principles of Marketing	3	0	0	3
Total Credit Hours			17-18			

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: GENERAL BUSINESS (A25120GB)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl (Required if taking MAT 171)	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation (Required if taking MAT 171)		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations (Required if taking MAT 171)		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

Section II:**A. Business Administration Certificate (C25120) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, B.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1 st year – fall	Pre: DRE 097 Co: DRE 098		
BUS 115 Business Law I*	3	1 st year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literary	3 2	1 st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
BUS 137 Principles of Management*	3	1 st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
CTS 130 Spreadsheet (required for degree)	3	1 st year – spring	Pre: CIS 110 or OST 137		
MKT 120 Principles of Marketing*	3	1 st year – spring	Pre: DRE 098 or ENG 090 and RED 090		

B. Business Administration: General Business Associate in Applied Science Degree (A25120GB) Course Requirements 68-69 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	C r.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy or MAT 171 Precalculus Algebra	3 4	1 st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 111		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
BUS 153 Human Resource Management	3	2 nd year – fall	Pre: DRE 098 or RED 090		
BUS 121 Business Mathematics	3	2 nd year – fall	Pre: DMA 010-040		

			or MAT 070, DRE 097 Co: DRE 098		
ECO 252 Principles of Macroeconomics*	3	2 nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring	Pre: ACC 120 with minimum grade of “C”		
BUS 230 Small Business Management	3	2 nd year – spring	Pre: DRE 098 or RED 090		
BUS 239 Business Applications Seminar or WBL 111 Work Based Learning I and WBL 115 Work Based Learning Seminar I	2 1 1	2 nd year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120 Pre: 9 SHC in the major core courses Co: WBL 115 Pre: 9 SHC in the major core courses Co: WBL 111		
ECO 251 Principles of Microeconomics	3	2 nd year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
BUS 125 Personal Finance	3	2 nd year – spring	Pre: DMA 010-030 or MAT-060, DRE-098 or RED-090		

Required Subject Area:**Business Electives (Select 6 hours from the following courses)**

ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120.

Note: Only 3 SHC of SPA are allowed towards the Business Administration degree. BUS 139 and BUS 280 are required for the Entrepreneurship Certificate.

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credits)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

Courses offered at RCC:

ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)

Courses offered at RCC:

ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

SEMESTER SCHEDULE
BA: GENERAL BUSINESS (A25120GB) (ONLINE)

			Class	Lab	Work/ Clinical	Credit
First Year – Fall Semester						
ACA	122	College Transfer Success	0	2	0	1
BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Business Elective I	3	0	0	3
			—	—	—	—
			15	2	0	16
First Year – Spring Semester						
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		or				
CIS	111	Basic PC Literacy	1	2	0	2
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			—	—	—	—
			15-16	4	0	17-18
Second Year – Fall Semester						
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	125	Personal Finance	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
			—	—	—	—
			14	4	0	16
Second Year – Spring Semester						
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	121	Business Mathematics	2	2	0	3
BUS	153	Human Resource Management	3	0	0	3
BUS	239	Business Applications Seminar	1	2	0	2
		or				
WBL	111	Work Based Learning I	0	0	10	1
		and				
WBL	115	Work Based Learning Seminar I	1	0	0	1
		Business Elective II	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			—	—	—	—
			15	6	0-10	18

Total Credit Hours

67-68

*Approved Electives are listed on the page before the Course Descriptions.

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: GENERAL BUSINESS (A25120GB) (Online)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

Section II:**A. Business Administration Certificate (C25120) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1 st year – fall	Pre: DRE 097 Co: DRE 098		
BUS 137 Principles of Management*	3	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
MKT 120 Principles of Marketing*	3	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BUS 115 Business Law I*	3	1 st year – spring	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy	3 2	1 st year – spring	Pre: CIS 070, DRE 097 Co: DRE 098 None		
CTS 130 Spreadsheet (required for degree)	3	2 nd year – fall	Pre: CIS 110 or OST 137		

B. Business Administration: General Business Associate in Applied Science Degree ONLINE (A25120GB) Course Requirements 68 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ECO 252 Principles of Macroeconomics*	3	1 st year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	1 st year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
BUS 230 Small Business Management	3	2 nd year – fall	Pre: DRE 098		
ECO 251 Principles of Microeconomics	3	2 nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
BUS 125 Personal Finance	3	2 nd year – fall	Pre: DMA 010-030 or MAT 060, DRE 098 or RED 090		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring	Pre: ACC 120 with minimum grade of "C"		

BUS 153 Human Resource Management	3	2 nd year – spring	Pre: DRE 098 or RED 090		
BUS 121 Business Mathematics	3	2 nd year – spring	Pre: DRE 097, DMA 010-040 or MAT 070 Co: DRE 098		
BUS 239 Business Applications Seminar or WBL 111 Work Based Learning I	2	2 nd year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
and WBL 115 Work Based Learning Seminar I	1		Pre: 9 SHC in the major core courses Co: WBL 115		
	1		Pre: 9 SHC in the major core courses Co: WBL 111		

Required Subject Area**Business Electives (Select 6 credits from the following courses)**

ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120.

Note: Only 3 SHC of SPA are allowed towards the Business Administration degree. BUS 139 and BUS 280 are required for the Entrepreneurship Certificate.

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – fall		
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credits)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

Courses offered at RCC:

ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)

Courses offered at RCC:

ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

SEMESTER SCHEDULE
BA: PUBLIC ADMINISTRATION (A25120PA) (DAY)

			Class	Lab	Work/ Clinical	Credit
First Year – Fall Semester						
ACA	122	College Transfer Success	0	2	0	1
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		or				
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		or				
MAT	171	Precalculus Algebra	3	2	0	4
PAD	151	Intro to Public Administration	3	0	0	3
			—	—	—	—
			12-14	6	0	15-17
First Year – Spring Semester						
BUS	110	Introduction to Business	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
PAD	152	Ethics in Government	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			—	—	—	—
			17	2	0	18
Second Year – Fall Semester						
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
PAD	251	Public Finance & Budgeting	3	0	0	3
		Business Elective	3	0	0	3
			—	—	—	—
			14	4	0	16
Second Year – Spring Semester						
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	239	Business Applications Seminar	1	2	0	2
ECO	251	Principles of Microeconomics	3	0	0	3
PAD	252	Public Policy Analysis	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			—	—	—	—
			13	4	0	15

Total Credit Hours

64-66

*Approved Electives are listed on the page before the Course Descriptions.

**BA: PUBLIC ADMINISTRATION (CERTIFICATE) (C25120H)
COURSE REQUIREMENTS**

			Class	Lab	Work/ Clinical	Credit
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
PAD	151	Intro to Public Administration	3	0	0	3
PAD	152	Ethics in Government	3	0	0	3
PAD	251	Public Finance & Budgeting	3	0	0	3
PAD	252	Public Policy Analysis	3	0	0	3
Total Credit Hours						18

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: PUBLIC ADMINISTRATION (A25120PA)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl (Required if taking MAT 171)	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation (Required if taking MAT 171)		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations (Required if taking MAT 171)		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

Section II:**A. Business Administration: Public Administration Certificate (C25120H) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management*	3	1 st year	Pre: DRE 098 or ENG 090 and RED 090		
BUS 153 Human Resource Management*	3	1 st year	Pre: DRE 098 or RED 090		
PAD 151 Intro to Public Administration*	3	1 st year	None		
PAD 152 Ethics in Government*	3	1 st year	None		
PAD 251 Public Finance & Budgeting*	3	1 st year	None		
PAD 252 Public Policy Analysis*	3	1 st year	None		

B. Business Administration: Public Administration Associate in Applied Science Degree (A25120PA) Course Requirements 65-66 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year – fall	None		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy or MAT 171 Precalculus Algebra	3 4	1 st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122 Pre: DMA 010-080 or MAT 080		
BUS 115 Business Law I	3	1 st year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Intro to Computers* or CIS 111 Basic PC Literacy	3 2	1 st year – fall	Pre: DRE 097 Co: DRE 098 None		
BUS 110 Intro to Business	3	1 st year - spring	Pre: DRE 097 Co: DRE 098		
CTS 130 Spreadsheet	3	1 st year - spring	Pre: CIS 110 or OST 137		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 111		
MKT 120 Principles of Marketing	3	1 st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
ACC 120 Principles of Financial Accounting*	4	2 nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		

			Co: MAT 143		
ECO 252 Principles of Macroeconomics*	3	2 nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ACC 121 Principles of Managerial Accounting	4	2 nd year – spring	Pre: ACC 120 with minimum grade of “C”		
BUS 239 Business Applications Seminar	2	2 nd year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
ECO 251 Principles of Microeconomics	3	2 nd year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		

Required Subject Area:

Business Electives (Select 3 credits from the following courses)			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120.			
Note: Only 3 SHC of SPA are allowed towards the Business Administration degree.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – fall		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credits)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1 st year – spring		

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

NOTES: *All courses must be completed with a grade of “C” or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

BA: ENTREPRENEURSHIP (CERTIFICATE) (C25120E)
COURSE REQUIREMENTS

			Work/			
			Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
BUS	139	Entrepreneurship I	3	0	0	3
BUS	280	REAL Small Business	4	0	0	4
ECO	251	Principles of Microeconomics	3	0	0	3
Total Credit Hours						13

Program Completion Guide
BUSINESS ADMINISTRATION: ENTREPRENEURSHIP CERTIFICATE (C25120E)
 (All courses are part of the Associate in Applied Science degree in Business Administration)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

Section II: Entrepreneurship Certificate (C25120E) Course Requirements 13 credit hours: Complete Sections I (as required) and II requirements.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3		Pre: DRE 097 Co: DRE 098		
BUS 139 Entrepreneurship I*	3		None		
BUS 280 REAL Small Business*	4		None		
ECO 251 Principles of Microeconomics*	3		Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

**BA: PROJECT MANAGEMENT (CERTIFICATE) (C25120PM)
COURSE REQUIREMENTS**

			Work/			
			Class	Lab	Clinical	Credit
BUS	137	Principles of Management	3	0	0	3
PMT	110	Intro to Project Management	3	0	0	3
PMT	210	Project Management Issues	2	2	0	3
PMT	215	Project Management Leadership	3	0	0	3
Total Credit Hours						12

Program Completion Guide
BUSINESS ADMINISTRATION: PROJECT MANAGEMENT (CERTIFICATE) (C25120PM)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

Section II: Project Management Certificate (C25120PM) Course Requirements 12 credit hours: Complete Sections I (as required) and II requirements.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management*	3	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
PMT 110 Intro to Project Management*	3	1 st year - fall	None		
PMT 210 Project Management Issues*	3	1 st year - spring	Pre: PMT 110		
PMT 215 Project Management Leadership*	3	1 st year - spring	Pre: PMT 110		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.

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