

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
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
CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3

4. Required Subject Area

Business Electives (Select 6 hours 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
---------	--------------------------	---	---	---	---

Total Credit Hours**68-69**

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

**SEMESTER SCHEDULE
BUSINESS ADMINISTRATION (DAY)**

				Work/	
		Class	Lab	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
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
		—	—	—	—
		13-14	6	0	16-17
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 153	Human Resource Management	3	0	0	3
BUS 121	Business Mathematics	2	2	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 230	Small Business Management	3	0	0	3
BUS 239	Business Applications Seminar	1	2	0	2
ECO 251	Principles of Microeconomics	3	0	0	3
BUS 125	Personal Finance	3	0	0	3
	Social/Behavioral Sciences Elective*	3	0	0	3

	—	—	—	—
	16	4	0	18

Total Credit Hours**68-69**

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

**SEMESTER SCHEDULE
BUSINESS ADMINISTRATION (ONLINE)**

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

15 6 0 18

Total Credit Hours**68**

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

**SEMESTER SCHEDULE
PUBLIC ADMINISTRATION (A2512H) (DAY)**

				Work/ Class Lab Clinical Credit
First Year – Fall Semester				
ACA	122	College Transfer Success	0	2 0 1
PAD	151	Intro to Public Administration	3	0 0 3
BUS	115	Business Law I	3	0 0 3
CIS	110	Introduction to Computers	2	2 0 3
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
			—	—
			13-14	6 0 16-17
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
PAD	152	Ethics in Government	3	0 0 3
MKT	120	Principles of Marketing	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
PAD	251	Public Finance & Budgeting	3	0 0 3
ECO	252	Principles of Macroeconomics	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 Application Seminar	1	2 0 2
PAD	252	Public Policy Analysis	3	0 0 3
ECO	251	Principles of Microeconomics	3	0 0 3
		Social/Behavioral Sciences Elective*	3	0 0 3
			—	—

13 4 0 15

Total Credit Hours**65-66**

*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	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
BUS	125	Personal Finance	3	0	0	3
or						
CTS	130	Spreadsheet	2	2	0	3
MKT	120	Principles of Marketing	3	0	0	3

Total Credit Hours**18**

**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**

**PROJECT MANAGERMENT (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**

**PUBLIC ADMINISTRATION (CERTIFICATE) (C2512H)
COURSE REQUIREMENTS**

			Work/			
			Class	Lab	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