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.

BUSINESS ADMINISTRATION: GENERAL BUSINESS (A25120GB) COURSE REQUIREMENTS

					Work/				
					Class	Lab	Clinical	Credit	
A.	Ge	eneral E	Educa	tion Courses					
	1.	Requir	red Co	ourses					
		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.	Requir	ed Su	ibject Area					
		MAT	143	Quantitative Literacy	2	2	0	3	
		or							
		MAT	171	Precalculus Algebra	3	2	0	4	
B.	Ma	ajor Co	urses	•					
	1.	Core C	Course	es					
		To rec	eive a	degree, diploma, or certificate from RCC,	a student	must h	have a gro	ade of "C"	
		or bett	er in	all core courses for the program of study.			_	-	
		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		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.	Conce	ntratio	on Core Requirements (12 SHC)				
	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
3.	Other	Major	Courses				
			Principles of Managerial Accounting	3	2	0	4
	BUS	239		1	2	0	2
	or						
	WBL	111	Work Based Learning I	0	0	10	1
	and		6				
		115	Work Based Learning Seminar I	1	0	0	1
	CTS		Spreadsheet	2	2	0	3
	ECO		Principles of Microeconomics	3	0	0	3
4			bject Area	5	O	Ü	5
٠.	_		ectives** (Select 6 credit hours from the fo	ollowing c	Ourses)	
			Principles of Financial Accounting II	3	0	0	3
	ACC	129		2	2	0	3
			Business Income Taxes	$\frac{2}{2}$	2	0	3
			Payroll Accounting	1	3	0	2
				1	3	0	2
	ACC		Accounting Software Applications	3	0	0	3
			Cost Accounting Business Law II	3	0		3
				3		0	3
	BUS		Entrepreneurship I	3	0	0	3
	BUS	147			0	0	3
	BUS		Business Statistics	2	2	0	3
	BUS		Business Communication	3	0	0	3
	BUS		Diversity in Management	3	0	0	3
	BUS		REAL Small Business	4	0	0	4
	INT	110	International Business	3	0	0	3
	MKT	220	Advertising & Sales Promotion	3	0	0	3
	MKT	221	Consumer Behavior	3	0	0	3
			Customer Service	3	0	0	3
	MKT		International Marketing	3	0	0	3
	MKT	225	Marketing Research	3	0	0	3
	MKT	227	Marketing Applications	3	0	0	3
	MKT	228	Service Marketing	3	0	0	3
	MKT	232	Social Media Marketing	3	2	0	4
	NPO	110	Introduction to Nonprofit Management	3	0	0	3
	NPO		Fundraising/Stewardship	3	0	0	3
	NPO	215	NPO Advocacy & Public Policy	3	0	0	3
	NPO	225	Community Engagement	3	0	0	3
	PAD	151		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
C.	Other Re	quire	d Courses				
	ACA	122	College Transfer Success	0	2	0	1

Total Credit Hours 67-69

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

		211 621,21212 2 6821,288 (12212)	Work/					
			Class	Lab	Clinica	l 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**	2-3	0-2	0	3		
		Humanities/Fine Arts Elective*	3	0	0	3		
			— 16-17	2-4	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**	2-3	0-2	0	3		

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

			13-14	4-6	0	16
		Second Year – Spring Semes	ter			
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

BUSINESS ADMINISTRATION (CERTIFICATE) (C25120) COURSE REQUIREMENTS

		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		
or								
CIS	111	Basic PC Literacy	1	2	0	2		
ECO	251	Principles of Microeconomics	3	0	0	3		
or								
ECO	252	Principles of Macroeconomics	3	0	0	3		
MKT	120	Principles of Marketing	3	0	0	3		

Total Credit Hours 17-18

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

BA: GENERAL BUSINESS (A25120GB) (ONLINE) COURSE REQUIREMENTS

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

				3 3			Work/		
					Class	Lab	Clinical	l Credit	
A.	Ge	eneral I	Educa	tion Courses					
	1.	Requir	red Co	ourses					
		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.	Requir	red Su	ıbject Area					
		MAT	143	Quantitative Literacy	2	2	0	3	
В.	M	ajor Co	urses	3					
	1.	Core (Course	es					
		To rec	eive a	degree, diploma, or certificate from RCC,	a student	must h	ave a gr	ade of "C	,,
		or beti	ter in	all core courses for the program of study.					
		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		Principles of Macroeconomics	3	0	0	3	
		MKT	120	Principles of Marketing	3	0	0	3	
	2.	Conce	ntratio	on Requirements (12 SHC)					
		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	
	3.	Other	Majo	r 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.	Requi	red Su	ıbject Area					
		Busine	ess Ele	ectives (Select 6 credits from the following	g 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	140	Payroll Accounting	1	3	0	2
	ACC	150	Accounting Software Applications	1	3	0	2
	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	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
	NPO	110	Introduction to Nonprofit Management	3	0	0	3
	NPO	111	Governance & Leadership	3	0	0	3
	PAD	151	Intro to Public Admin	3	0	0	3
	PAD	152	Ethics in Government	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
C.	Other Re	quire	d Courses				
	ACA	122	College Transfer Success	0	2	0	1

Total Credit Hours

Humanities/Fine Arts Electives are: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, and REL 212.

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Social/Behavioral Sciences Electives are: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132 PSY 150, PSY 241, SOC 210, and SOC 213.

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

			Work/				
			Class	Class Lab Clinical Cre			
		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	2-3	0-2	0	3	
				—			
			14-15	2-4	0	16	
		First Year – Spring Semester	r				
BUS	115	Business Law I	3	0	0	3	
CIS	110	Introduction to Computers	2	2	0	3	

^{*}Approved Electives offered online:

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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 Semeste		•	Ü	1, 10
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	
CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
			14	4	0	16
		Second Year – Spring Semes				
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	
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	2-3	0-2	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			14-15		0-10	18

Total Credit Hours

Humanities/Fine Arts Electives are: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, and REL 212.

Social/Behavioral Sciences Electives are: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132 PSY 150, PSY 241, SOC 210, and SOC 213.

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

				Work/			
			Class	Lab	Clinical	Credit	
BUS	110	Introduction to Business	3	0	0	3	
BUS	115	Business Law I3	0	0	3		
BUS	137	Principles of Management	3	0	0	3	

^{*}Approved Electives offered online:

CIS	110	Introduction to Computers	2	2	0	3	
or							
CIS	111	Basic PC Literacy	1	2	0	2	
ECO	251	Principles of Microeconomics	3	0	0	3	
or		_					
ECO	252	Principles of Macroeconomics	3	0	0	3	
MKT	120	Principles of Marketing	3	0	0	3	
	To	otal Credit Hours			17- 1	18	

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following course focuses on North Carolina business culture and information: BUS 110. RichmondCC cannot guarantee applicability in another state.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ANT 220, ART 111, BUS 110, BUS 115, BUS 137, BUS 228, CIS 110, DRA 111, ECO 251, ECO 252, ENG 111, ENG 112, ENG 131, ENG 231, ENG 232, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MUS 110, PHI 240, PSY 150, PSY 241, REL 211, REL 212, SOC 210, SOC 213, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.

BA: MARKETING (A25120M) COURSE REQUIREMENTS

							Work/		
					Class	Lab		l Credit	
A.	Ge	neral E	Educa	ation Courses					
	1.	Requir	red Co	ourses					
		-		Writing and Inquiry	3	0	0	3	
		ENG		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.	Requir	red Su	ıbject Area					
		MAT	143	Quantitative Literacy	2	2	0	3	
		or		•					
		MAT	171	Precalculus Algebra	3	2	0	4	
B.	Ma	ajor Co	urses	3					
	1.	Core C	Course	es					
		To rec	eive a	degree, diploma, or certificate from RCC,	a student	must h	ave a gr	ade of "C'	,
		or bett	ter in	all core courses for the program of study.					
		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		Principles of Macroeconomics	3	0	0	3	
				Principles of Marketing	3	0	0	3	
	2.	Conce	ntratio	on Core Requirements (16 SHC)					
		MKT	220	Advertising & Sales Promotion	3	0	0	3	
		MKT	223	Customer Service	3	0	0	3	
				Marketing Research	3	0	0	3	
		MKT		Marketing Applications	3	0	0	3	
				Social Media Marketing	3	2	0	4	
	3.			r Courses					
		ACC		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		Work Based Learning Seminar I	1	0	0	1	
		CTS		Spreadsheet	2	2	0	3	
	4.	-		ıbject Area					
				ective** (Select 3 credits from the following	ng courses	s)			
		ACC		Principles of Financial Accounting II	3	0	0	3	
		ACC	129	Individual Income Taxes	2	2	0	3	

AC	CC 130	Business Income Taxes	2	2	0	3
AC	CC 225	Cost Accounting	3	0	0	3
BU	IS 116	Business Law II	3	0	0	3
BU	IS 121	Business Mathematics	2	2	0	3
BU	JS 125	Personal Finance	3	0	0	3
BU	IS 139	Entrepreneurship I	3	0	0	3
BU	JS 147	Business Insurance	3	0	0	3
BU	JS 153	Human Resource Management	3	0	0	3
BU	JS 228	Business Statistics	2	2	0	3
BU	JS 230	Small Business Management	3	0	0	3
BU	JS 260	Business Communication	3	0	0	3
BU	JS 261	Diversity in Management	3	0	0	3
EC	O 251	Principles of Microeconomics	3	0	0	3
IN'	Γ 110	International Business	3	0	0	3
M	KT 221	Consumer Behavior	3	0	0	3
M	KT 224	International Marketing	3	0	0	3
M		Service Marketing	3	0	0	3
NF	O 110	Introduction to Nonprofit Management	3	0	0	3
NF	O 120	Fundraising/Stewardship	3	0	0	3
NF	O 215	NPO Advocacy & Public Policy	3	0	0	3
NF	O 225	Community Engagement	3	0	0	3
PA	D 151	Intro to Public Admin	3	0	0	3
PA	D 152	Ethics in Government	3	0	0	3
PA	D 251	Public Finance & Budgeting	3	0	0	3
PA	D 252	Public Policy Analysis	3	0	0	3
PM	IT 110	Intro to Project Management	3	0	0	3
PM	IT 210	Project Management Issues	2	2	0	3
PM	IT 215	Project Management Leadership	3	0	0	3
	_	d Courses				
AC	CA 122	College Transfer Success	0	2	0	1

Total Credit Hours 65-67

SEMESTER SCHEDULE BA: MARKETING (A25120M)

		`	,	Work/		
			Class	Lab Clinical Cred		
		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

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

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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
MKT	120	Principles of Marketing	3	0	0	3
			 15-17	6	0	18-20
		First Year – Spring Semeste		O	Ü	10 20
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	223	Customer Service	3	0	0	3
.,,,,,,	223	Business Elective**	2-3	0-2	o O	3
		Humanities/Fine Arts Elective*	3	0	Ö	3
		Transmittes/Time Fires Elective				
			16-17	2-4	0	18
		Second Year – Fall Semeste				
ACC	120	Principles of Financial Accounting	3	2	0	4
ECO	252	Principles of Macroeconomics	3	0	0	3
MKT	227	Marketing Applications	3	0	0	3
MKT		Social Media Marketing	3	2	0	4
		č				
			12	4	0	14
		Second Year – Spring Semest	er			
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
MKT	220	Advertising & Sales Promotion	3	0	0	3
MKT	225	Marketing Research	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
				—		
			13	2-4	0-10	15

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

BA: MARKETING (CERTIFICATE) (C25120MK) COURSE REQUIREMENTS

		-		Work/	
		Class	Lab	Clinical (Credit
MKT 12	20 Principles of Marketing	3	0	0	3

	Customer Service Marketing Research	3	0	0	3
MKT 227	Marketing Applications Social Media Marketing	3	0	0	3
WIKT 232	Total Credit Hours	3	2	16	4

BA: PUBLIC ADMINISTRATION (A25120PA) Government Support Specialist COURSE REQUIREMENTS

							Work/	
					Class	Lab	Clinical	Credit
A.	Ge	neral I	Educa	tion Courses				
	1.	Requir	red Co	ourses				
		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.	Requi	red Su	ıbject Area				
		MAT	143	Quantitative Literacy	2	2	0	3
		or						
				Precalculus Algebra	3	2	0	4
В.		ajor Co						
	1.	Core C				_		
				degree, diploma, or certificate from RCC,	a student	must h	ave a gr	ade of "C"
				all core courses for the program of study.		_		
				Principles of Financial Accounting	3	2	0	4
		BUS	110	Introduction to Business	3	0	0	3
		BUS		Business Law I	3	0	0	3
				Principles of Management	3	0	0	3
		CIS	110	Introduction to Computers	2	2	0	3
		or		D. I. DOLL			0	
		CIS		Basic PC Literacy	1	2	0	2
		ECO		Principles of Macroeconomics	3	0	0	3
	_			Principles of Marketing	3	0	0	3
	2.			on Core Requirements (12 SHC)	2	0	0	0
		PAD		Intro to Public Admin	3	0	0	3
		PAD		Ethics in Government	3	0	0	3
		PAD		Public Finance & Budgeting	3	0	0	3
	2	PAD		Public Policy Analysis	3	0	0	3
	٥.		•	r Courses	2	2	0	4
				Principles of Managerial Accounting	3	2	0	4
				Human Resource Management	3 1	$\frac{0}{2}$	$0 \\ 0$	3 2
		BUS	239	Business Applications Seminar	1	2	U	2
		or WBL	111	Work Pagad Lagraing I	0	0	10	1
		and	111	Work Based Learning I	U	U	10	1
		WBL	115	Work Based Learning Seminar I	1	0	0	1
		CTS	130	Spreadsheet	2	2	0	3
	4.			ibject Area	2	2	U	3
	→.	-		ectives** (Select 6 credits from the follow	ing course	26)		
		ACC		Principles of Financial Accounting II	ing course	0	0	3
		ACC		Individual Income Taxes	2	2	0	3
		1100	141	martidual modilio Tanos	_	_	J	5

ACC	130	Business Income Taxes	2	2	0	3
ACC	225	Cost Accounting	3	0	0	3
BUS		Business Law II	3	0	0	3
BUS	125	Personal Finance	3	0	0	3 3 3 3
BUS	139	Entrepreneurship I	3	0	0	3
BUS	147	Business Insurance	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 3 3 3 3 3
INT	110	International Business	3	0	0	3
MKT	220	Advertising & Sales Promotion	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	225	Marketing Research	3	0	0	3
MKT	227	Marketing Applications	3	0	0	3
MKT	228	Service Marketing	3	0	0	3
MKT	232	Social Media Marketing	3	2	0	4
NPO	110	Introduction to Nonprofit Management	3	0	0	3
NPO	120	Fundraising/Stewardship	3	0	0	3
NPO	215	NPO Advocacy & Public Policy	3	0	0	3 3 3 3
NPO	225	Community Engagement	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
C. Other Red	-					
ACA	122	College Transfer Success	0	2	0	1

Total Credit Hours 64-66

SEMESTER SCHEDULE BA: PUBLIC ADMINISTRATION (A25120PA) (DAY) Government Support Specialist

		The state of the s		Work/		
			Class	Lab 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

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

67-69

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PAD	151	Intro to Public Administration	3	0	0	3
			12-14	6	0	15-17
		First Year – Spring Semeste	r			
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		0	 18
		Second Year – Fall Semeste		_	O	10
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
1710	231	Business Elective I**	2-3	0-2	0	3
			14-15	2-4	0	16
		Second Year – Spring Semest	er			
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	239	Business Applications Seminar	1	2	0	2
BUS	153	Human Resource Management	3	0	0	3
PAD	252	Public Policy Analysis	3	0	0	3
		Business Elective II**	2-3	0-2	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			 15-16	— 4-6	0	 18

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

Total Credit Hours

BA: PUBLIC ADMINISTRATION (CERTIFICATE) (C25120H) 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

BA: ENTREPRENEURSHIP (CERTIFICATE) (C25120E) COURSE REQUIREMENTS

					Work/	
			Class	Lab	Credit	
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	139	Entrepreneurship I	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Total Credit Hours			16	

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	