



**Career and Technical Education Pathway
Business and Hospitality Education
Business and Accounting Technology**

Business Administration Diploma

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.

GENERAL EDUCATION COURSES (diploma general education is optional)			
Course Prefix/Num	Course Title		
ENG 111*	Writing and Inquiry	3	SHC
MAT 143*	Quantitative Literacy	3	SHC
Total SHC for General Education Courses:		6	SHC
CORE COURSES			
Course Prefix/Num	Course Title		
ACC 120	Principals of Financial Accounting	4	SHC
BUS 110	Introduction to Business	3	SHC
BUS 115	Business Law I	3	SHC
BUS 137	Principles of Management	3	SHC
CIS 110	Introduction to Computers	3	SHC
ECO 251	Principles of Microeconomics	3	SHC
MKT 120	Principles of Marketing	3	SHC
Total SHC for Core Courses:		22	SHC
OTHER MAJOR COURSES			
Course Prefix/Num	Course Title		
BUS 125*	Personal Finance	3	SHC
BUS 153	Human Resource Management	3	SHC
BUS 270	Professional Development	3	SHC
MKT 223	Customer Service	3	SHC
Total SHC for Other Major Courses:		12	SHC
OTHER REQUIRED COURSES			
Course Prefix/Num	Course Title		
ACA 115	Success and Study Skills	1	SHC
Total SHC for Other Required Courses:		1	SHC
Total SHC for Program		41	

* Requires benchmark/placement test scores

Estimated Costs:

Textbooks: \$125-200 a semester