

**BUSINESS ADMINISTRATION**  
Associate in Arts (AA) Degree

Minimum Credits: 61.0  
Contact Hours: 61.0

**INTRODUCTION:** This is a suggested program of study which may be altered to meet individual goals and transfer plans while preparing students for employment in the business industry or for transfer to a four-year university. Students will build a broad knowledge base from a blend of business related topics and general education courses that meet MTA requirements.

**GENERAL EDUCATION COURSES (MEETS GRADUATION REQUIREMENTS AND MTA)**

COURSE	TITLE	CREDITS	CONTACT HOURS
ENG 111 or ENG 121	English Composition I or Advanced English Composition I	3.0	3.0
ENG 112 or ENG 122	English Composition II or Advanced English Composition II	3.0	3.0
MTH 121 or higher	College Algebra or higher	3.0-5.0	3.0-5.0
PLS 221 or PLS 222 or HST 221 & HST 222	American Government Requirement	3.0-6.0	3.0-6.0
PSY 101	General Psychology	3.0	3.0
	Humanities/Fine Arts Requirement	6.0-8.0	6.0-8.0
	Natural Sciences Requirement	<u>6.0-10.0</u>	<u>6.0-14.0</u>
<b>GENERAL EDUCATION CREDITS/CONTACT HOURS:</b>		27.0-38.0	27.0-42.0

**CORE PROGRAM COURSES (MEET WITH ACADEMIC ADVISOR TO DETERMINE CORE PROGRAM COURSES FOR CONCENTRATION AND TRANSFER)**

COURSE	TITLE	CREDITS	CONTACT HOURS
BUS 121	Introduction to Business	3.0	3.0
BUS 123	Principles of Accounting I	4.0	4.0
BUS 127	Principles of Management	3.0	3.0
BUS 221	Business Law	3.0	3.0
ECN 231	Economics (Micro)	3.0	3.0
ECN 232	Economics (Macro)	3.0	3.0
SPE 121 or SPE 123	Speech Communication or Public Communication	<u>3.0</u>	<u>3.0</u>
<b>CORE PROGRAM CREDITS/CONTACT HOURS:</b>		22.0	22.0

**SUGGESTED ELECTIVES (MEET WITH ACADEMIC ADVISOR TO DETERMINE ELECTIVES FOR CONCENTRATION AND TRANSFER)**

Electives will change depending on area of concentration and the specific 4-year transfer institution's requirements and can be chosen from the list below. Consult your ACC academic advisor.

BUS 115, BUS 116, BUS 117	Foundations in Personal Finance	3.0	3.0
BUS 122	Personal Selling	3.0	3.0
BUS 124	Principles of Accounting II	4.0	4.0
BUS 222	Business Law	3.0	3.0
BUS 229	Advertising	3.0	3.0
BUS 235	Personnel Management	3.0	3.0
BUS 241	Principles of Marketing	3.0	3.0
BUS 248	Business Communications	3.0	3.0
BUS 255	Business Application Software	3.0	4.0
BUS 262	Project Management	3.0	3.0
CIS 120	Introduction to Microcomputers	<u>3.0</u>	<u>4.0</u>
<b>ELECTIVE CREDITS/CONTACT HOURS:</b>		<u>12.0</u>	<u>12.0-13.0</u>
<b>TOTAL MINIMUM PROGRAM CREDITS/CONTACT HOURS:</b>		61.0	61.0

**SUGGESTED SEQUENCING OF COURSES:**

YEAR 1 (FALL SEMESTER) <u>16.0-18.0</u> CREDITS		CREDITS	CONTACT HRS	YEAR 1 (SPRING SEMESTER) <u>16.0</u> CREDITS		CREDITS	CONTACT HRS
ENG 111 or ENG 121	English Composition I	3.0	3.0	ENG 112 or ENG 122	ENG Composition II	3.0	3.0
MTH 121 or higher		3.0-5.0	3.0-5.0	BUS 124	Principles of Accounting II	4.0	4.0
BUS 121	Introduction to Business	3.0	3.0	BUS 127 or BUS 235		3.0	3.0
BUS 123	Principles of Accounting I	4.0	4.0		Principles of Mgt or Personnel Mgt		
CIS 120	Intro to Microcomputers	<u>3.0</u>	<u>4.0</u>	BUS 255	Business Application Software	3.0	4.0
TOTAL		16.0-18.0	17.0-19.0	ECN 232	Economics (Macro)	<u>3.0</u>	<u>3.0</u>
				TOTAL		16.0	17.0
YEAR 2 (FALL SEMESTER) <u>16.0-21.0</u> CREDITS		CREDITS	CONTACT HRS	YEAR 2 (SPRING SEMESTER) <u>15.0-18.0</u> CREDITS		CREDITS	CONTACT HRS
BUS 221	Business Law	3.0	3.0	PSY 101	General Psychology	3.0	3.0
ECN 231	Economics (Micro)	3.0	3.0	BUS 241	Principles of Marketing	3.0	3.0
	Fine Arts/Humanities Requirement	4.0	4.0		Fine Arts/Humanities Requirement	3.0-4.0	3.0-4.0
	Natural Sciences Requirement	3.0-5.0	3.0-7.0		Natural Science Requirement	3.0-5.0	3.0-7.0
	American Government Requirement	<u>3.0-6.0</u>	<u>3.0-6.0</u>	SPE 121 or SPE 123	Speech Communication or Public Communication	<u>3.0</u>	<u>3.0</u>
TOTAL		16.0-21.0	16.0-23.0	TOTAL		15.0-18.0	15.0-20.0

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