Business Administration
Career Technologies

ABOUT THIS FIELD
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.

WHAT YOU'LL STUDY
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. **Students can complete the required courses for this degree, diploma and certificate online.**

WHAT YOU CAN DO
Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Southwestern
COMMUNITY COLLEGE

PROGRAM START DATES:
Fall, Spring or Summer Semester

FOR MORE INFORMATION CONTACT:
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Business Administration
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CLASSES YOU'LL NEED TO TAKE
ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A25120
Total Semester Hour Credits: 65-68

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Totals	11-12	4	0	13-14

SPRING SEMESTER 1

BUS	139	Entrepreneurship I	3	0	0	3
BUS	168	Electronic Business	2	2	0	3
COM	120	Intro to Interpersonal Comm.	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	14	4	0	16

SUMMER SEMESTER

BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

BUS	115	Business Law I	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
BUS	260	Business Communication	3	0	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	12	0	0	12

SPRING SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
Choose two of the following:						
ACC	121	Principles of Managerial Acct	3	2	0	4
BUS	135	Principles of Supervision	3	0	0	3
MKT	223	Customer Service	3	0	0	3
MKT	232	Social Media Marketing	2	2	0	3
Choose one of the following:						
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	15	0-4	0	15-17

DIPLOMA/CERTIFICATE OPTIONS

DIPLOMA - D25120
Total Semester Hour Credits: 38-39

FALL SEMESTER 1

Prefix	#	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Totals	14-15	4	0	16-17

SPRING SEMESTER 1

BUS	115	Business Law I	3	0	0	3
BUS	139	Entrepreneurship I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
BUS	168	Electronic Business	2	2	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Acct.	3	2	0	4
		Totals	14	4	0	16

SUMMER SEMESTER

BUS	137	Principles of Management	3	0	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	6	0	0	6

CERTIFICATE C25120 & C25120CP*
Total Semester Hour Credits: 16

BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Acct.***	3	2	0	4
		Totals	14	4	0	16

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to the Career & College Promise page in the SCC Catalog for additional information.

*** CCP students MUST take ACC 120.

TECHNOLOGY CERTIFICATE C25120T & C25120TC*
Total Semester Hour Credits: 13

ACC	115	College Accounting	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
MKT	232	Social Media Marketing	2	2	0	3

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