

# Business Administration

Career Technologies

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## 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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 828.339.4232

# Business Administration

## Career Technologies

### 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      |
| <b>Choose one of the following:</b> |        |                           |       |     |          |        |
| 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  |
| <b>Choose one of the following:</b> |     |                                    |    |   |   |    |
| 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 |
| <b>Choose one of the following:</b> |     |                          |   |   |   |   |
| 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  |
| <b>Choose one of the following:</b> |     |                              |    |   |   |    |
| 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     |
| <b>Choose two of the following:</b> |     |                               |    |     |   |       |
| ACC                                 | 121 | Principles of Managerial Acct | 3  | 2   | 0 | 4     |
| BUS                                 | 135 | Principles of Supervision     | 3  | 0   | 0 | 3     |
| MKT                                 | 232 | Social Media Marketing        | 3  | 2   | 0 | 4     |
| MKT                                 | 223 | Customer Service              | 3  | 0   | 0 | 3     |
| <b>Choose one of the following:</b> |     |                               |    |     |   |       |
| 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      |
| <b>Choose one of the following:</b> |     |                           |       |     |          |        |
| 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  |
| <b>Choose one of the following:</b> |     |                               |    |   |   |    |
| 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 |
| <b>Choose one of the following:</b> |     |                              |   |   |   |   |
| 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  |
| <b>Choose one of the following:</b> |     |                               |    |   |   |    |
| ACC                                 | 115 | College Accounting            | 3  | 2 | 0 | 4  |
| ACC                                 | 120 | Principles of Financial Acct. | 3  | 2 | 0 | 4  |
| Totals                              |     |                               | 14 | 4 | 0 | 16 |

#### CERTIFICATE C25120T & C25120TC

Total Semester Hour Credits: 14

|     |     |                           |   |   |   |   |
|-----|-----|---------------------------|---|---|---|---|
| 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    | 3 | 2 | 0 | 4 |