

Business Administration Diploma (D25120) 37 Total Credit Hours

2021-2022

Fall Semester – 1 st Year				
Course Number	Course Name	Lec	Lab	Credit
ACC 120	Principles of Financial Accounting	3	2	4
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
BUS 110	Introduction to Business	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
MKT 120	Principles of Marketing	3	0	3
Total				19

Spring Semester – 1 st Year				
Course Number	Course Name	Lec	Lab	Credit
BUS 121	Business Math	2	2	3
BUS 139	Entrepreneurship I	3	0	3
CIS 110	Introduction to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
	Communications Elective			3
	Major Elective			3
Total				18

Major Electives				
Course Number	Course Name	Lec	Lab	Credit
ACC 130	Business Income Taxes	2	2	3
ACC 140	Payroll Accounting	1	2	2
ACC 150	Accounting Software Applications	1	2	2
BUS 135	Principles of Supervision	3	0	3
BUS 217	Employment Law & Regulations	3	0	3
BUS 220	Purchasing	3	0	3
BUS 234	Training and Development	3	0	3
BUS 280	REAL Small Business	4	0	4
CTS 130	Spreadsheet	2	2	3
DBA 110	Database Concepts	2	2	3
ETR 220	Innovation and Creativity	3	0	3
ETR 230	Entrepreneur Marketing	3	0	3
ETR 270	Entrepreneurship Issues	3	0	3
OST 131	Keyboarding	1	2	2
SPA 120	Spanish for the Workplace	3	0	3
WBL 110	World of Work	1	0	1
WBL 111	Co-Op Work Experience I	0	0	1
WBL 115	Work Experience Seminar I	1	0	1