

Business Administration (A25120)

Associate in Applied Science

Full-Time Program Guide

Program Notes: The Business Administration associate degree requires Work-Based Learning (WBL). For WBL courses, students must complete an intake form with the WBL coordinator.

Program Options: Business Administration at PCC offers an associate degree (A25120), diploma (D25120), and four certificates: Business Administration (C25120), Small Business Startup (C25120SS), Marketing (C25120K), and Management (C25120SM).

Financial Aid Eligibility: Yes

Course #	Course Name	Credit Hrs.	Term Offered	Term Completed	Grade
Fall Semester					
ACA 122	College Transfer Success	1	F, S, SU		
BUS 110	Introduction to Business	3	F, S, SU		
ACC 129	Individual Income Taxes	3	F		
MKT 120	Principles of Marketing	3	F		
BUS 121	Business Math	3	F		
ENG 111	Writing and Inquiry	3	F, S, SU		
Semester Totals:		16			
Spring Semester					
ACC 120	Prin. Of Financial Accounting	4	F, S		
XXX	Mathematics Elective	3-4	See List		
BUS 153	Human Resource Mgt	3	F, S		
BUS 137	Principles of Management	3	S		
BUS 115	Business Law	3	F, S		
Semester Totals:		16-17			
Fall Semester					
XXX	Business Elective	3	See List		
BUS 260	Business Communication	3	F		
XXX	Economics Elective	3	See List		
CTS 130	Spreadsheet	3	F, S		
CIS 110	Introduction to Computers	3	F, S, SU		
XXX	Humanities/Fine Arts Elective	3	See List		
Semester Totals:		18			

Spring Semester				
XXX	Communications Elective	3	See List	
BUS 225	Business Finance	3	S	
XXX	Marketing Elective	3	See List	
XXX	Economics Elective or Social/Behavioral Science Elective	3	See List	
XXX	Business Elective	3	See List	
WBL 111	Work-Based Learning I	1	F, S, SU	
WBL 110	World of Work	1	F, S, SU	
Semester Totals:		17		
Program Totals: 67-68				

Course #	Course Name	Credit Hrs.	Term Offered
<i>Economics Elective: Choose 1</i>			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
<i>Mathematics Elective: Choose 1</i>			
MAT 110	Mathematical Measurements and Lit.	3	F, S
MAT 143	Quantitative Literacy	3	F, S
MAT 152	Statistical Methods	4	F, S, SU
MAT 171	Pre-Calc Algebra	4	F, S, SU
MAT 175	Pre-Calculus	5	F
<i>Communications Elective: Choose 1</i>			
COM 120	Intro to Interpersonal Comm.	3	F, S
COM 231	Public Speaking	3	F, S, SU
<i>Humanities/Fine Arts Elective: Choose 1</i>			
ART 111	Art Appreciation	3	F, S, SU
HUM 110	Technology & Society	3	S
HUM 115	Critical Thinking	3	F, S, SU
MUS 110	Music Appreciation	3	F, S
<i>Social/Behavioral Science Elective: Choose 1</i>			
ECO 251	Prin. of Microeconomics	3	F, S, SU
ECO 252	Prin. of Macroeconomics	3	F, S, SU
PSY 150	General Psychology	3	F, S, SU
SOC 210	Introduction to Sociology	3	F, S, SU
<i>Marketing Elective: Choose 1</i>			
MKT 123	Fundamentals of Selling	3	S
MKT 220	Advertising and Sale Promo	3	S

Course #	Course Name	Credit Hrs.	Term Offered
<i>Business Elective: Choose 2</i>			
ECO 251	Prin of Microeconomics	3	F, S, SU
ECO 252	Prin of Macroeconomics	3	F, S, SU
MKT 123	Fundamentals of Selling	3	S
MKT 220	Advertising and Sales Promotion	3	S
ACC 121	Prin of Managerial Accounting	4	S
ACC 122	Prin of Financial Acct II	3	F, S
ACC 140	Payroll Accounting	2	F
ACC 150	Accounting Software Appl	2	S
ACC 220	Intermediate Accounting I	4	F
ACC 221	Intermediate Accounting II	4	S
BUS 125	Personal Finance	3	S
BUS 230	Small Business Management	3	F