

Business Administration Course Sequence

Course #	Title	Grade	Class	Lab	Credit	Pre/Co-requisites
First Semester (Fall)						
ACC 120	Principles of Financial Acct.	_____	3	2	4	
BUS 110	Intro. to Business	_____	3	0	3	
BUS 121	Business Math	_____	2	2	3	MAT 060
CIS 110	Intro to Computers	_____	2	2	2	
OR						
CIS 111	Basic PC Literacy	_____	1	2	2	
OST 131	Keyboarding	_____	1	2	2	
ENG 111	Expository Writing	_____	3	0	3	ENG 090 and RED 090
SEM Total			15	10	19	
Second Semester (Spring)						
ACC 121	Principles of Managerial Acct.	_____	3	2	4	ACC 120
BUS 115	Business Law	_____	3	0	3	
BUS 137	Principles of Management	_____	3	0	3	
ENG 114	Professional Research & Reporting	_____	3	0	3	ENG 111
	Math/Science Elective	_____	3	0	3	
SEM Total			15	2	16	
Third Semester (Fall)						
ACC 140	Payroll Accounting	_____	1	2	2	ACC 120
BUS 217	Employment Law & Regulations	_____	3	0	3	
BUS 260	Business Communications	_____	3	0	3	ENG 111 or OST 131
MKT 120	Principles of Marketing	_____	3	0	3	
	Economics Elective	_____	3	0	3	
	Social Science Elective	_____	3	0	3	
SEM Total			16	2	17	
Fourth Semester (Spring)						
ACC 129	Individual Income Taxes	_____	2	2	3	
BUS 225	Business Finance	_____	2	2	3	ACC 120
BUS 270	Professional Development	_____	3	0	3	
CTS130	Spreadsheet I	_____	2	2	3	ENG 090, MAT 060
	Humanities/Fine Arts Elective	_____	3	0	3	
	*Elective-Other Majors	_____	2	2	3	SEE ELECTIVES
SEM Total			16	6	19	

DEGREE TOTAL

77

**MAJOR ELECTIVES*

ACC 130, ACC 150, CIS 162, COE 111, COE 112, COE 113, OST 136