

Business Administration – Management Option

FIRST YEAR COURSE SCHEDULE					
✓	Fall Semester	Credits		Spring Semester	Credits
	ENG 101 Writing I	3		ENG 102 - Writing II	3
	CIT 105 – Intro to Computers*	3		COM 181 – Basic Public Speaking OR	3
	BAS 160 – Intro to Business	3		COM 252 – Intro to Interpersonal Comm.	(3)
	Heritage/Humanities	3		Natural Science	3
	MAT 105 – Business Math OR	3		BAS 283 – Principles of Management	3
	MAT 110 – Applied Math OR	(3)		CIT 130 – Productivity Software OR	3
	Higher Quantitive Reasoning	(3)		OST 240 – Software Integration	(3)
Total Credit Hours		15		Total Credit Hours	
				15	

*Computer/Digital Literacy must be demonstrated either by competency exam or by completing a computer/literacy course. If a student successfully tests out of a computer/digital literacy course, he/she must choose a general education elective for the completion of the three (3) hours.

SECOND YEAR COURSE SCHEDULE					
✓	Fall Semester	Credits		Spring Semester	Credits
	ACC 201 – Financial Accounting I	3		BAS 284 – Applied Management Skills	3
	BAS 212 – Introduction to Financial Management OR	3		ACC 202 – Managerial Uses of Accounting Information	3
	QMS 101 – Introduction to Quality Systems OR	(3)		BAS 250 – Business Employability Seminar	1
	Second Higher Quantitive Reasoning	(3)		Elective*	3
	BAS 267 – Introduction to Business Law	3		Elective*	3
	BAS 282 – Principles of Marketing	3		Elective*	3
	ECO 101 – Contemporary Economics Issues OR	3			
	ECO 201 – Principles of Microeconomics OR	(3)			
	ECO 202 – Principles of Macroeconomics	(3)			
	Elective*	3			
Total Credit Hours		18		Total Credit Hours	
				16	

*Choose 11-12 hours (not duplicated from the core) from the following Management and/or Technical Course with no more than 3 hours selected from the Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.

Management Electives	
ACC 277 – Managerial Accounting Topics	BAS 285 – Problems in Marketing & Management
BAS 170 – Entrepreneurship	BAS 287 – Supervisory Management
BAS 200 – Small Business Management	BAS 288 – Personal & Organizational Leadership
BAS 212 – Introduction to Financial Management	BAS 291 – Retail Management
BAS 289 – Operations Management	BAS 299 – Selected Topics in Management
BAS 290 – Management, Ethics & Society	OST 275 – Office Management
BAS 256 – International Business	QMS 101 – Introduction to Quality Systems
BAS 260 – Professional Development & Protocol	QMS 202 – Performance Management
BAS 274 – Human Resource Management	
Technical Electives	
BAS 120 – Personal Finance	CIT 232 – Help Desk Operations
CIT 234 – Advanced Productivity Software	OST 110 – Document Formatting and Word Processing
CIT 236 – Advanced Data Organization	QMS 101 – Introduction to Quality Systems
ENG 203 – Business Writing OR	QMS 201 – Customer Service Improvements Skills
OST 235 – Business Communications Technology	IFM 128 – Principles of Informatics
COE 199 – Cooperative Education (Business Adm.) OR	IFM 111 – Client-Side Informatics
BAS 280 – Business Internship	IFM 130 – Business Data Communications
ECO 150 – Introduction to Global Economics	IFM 211 – Collaboration Software
ECO 201 – Principles of Microeconomics OR	IFM 215 – Information Systems Analysis
ECO 202 – Principles of Macroeconomics	IFM 225 – Advanced Informatics
CIT 155 – Web Page Development	IFM 235 – Information Systems and Business Intelligence