Career Technical Education Pathway
Business Administration Diploma Pathway
D25120P

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system.
Student Learning Outcomes:

- Demonstrate an understanding of the management process and functions and how these influence effective business practices
- Identify appropriate technology, techniques, and practices to collect, process, and interpret information for decision making
- Demonstrate professional communication skills to process, manage, and communicate information

*Please see MCC Catalog for complete details/further requirements.
Preq = prerequisite required

Required Courses:
(Suggested Sequence of Courses)

Fall Semester 1

ACA 115	Success & Study Skills	1 credit	Preq – none
ACC 120	Principles of Financial Accounting	4 credits	Preq – none
BUS 121	Business Math	3 credits	Preq – none
ENG 111	Writing & Inquiry	3 credits	Preq – DRE 098 or ENG 002 (P2) or 2.8+ unweighted high school GPA

Spring Semester 1

CIS 110	Introduction to Computers	3 credits	Preq – none
ECO 252	Principles of Macroeconomics	3 credits	Preq – none
MAT 110	Math Measurement & Literacy	3 credits	Preq – see page 213

Fall Semester 2

BUS 115	Business Law I	3 credits	Preq – none
BUS 137	Principles of Management	3 credits	Preq – none
CTS 130	Spreadsheet	3 credits	Preq – CIS 110 or CIS 111
MKT 120	Principles of Marketing	3 credits	Preq – none

Spring Semester 2

BUS 255	Org Behavior in Business	3 credits	Preq – none
BUS 153	Human Resource Management	3 credits	Preq – none
BUS 230	Small Business Management	3 credits	Preq – none

CCP Diploma Total **41 credits**

Career Technical Education Pathway
Business Administration Certificate Pathway
C25120P

Required Courses

BUS 110	Introduction to Business	3 credits	Preq – none
BUS 115	Business Law I	3 credits	Preq – none
BUS 137	Principles of Management	3 credits	Preq – none
MKT 120	Principles of Marketing	3 credits	Preq – none

CCP Diploma Total **12 credits**