



# Program Planning Guide

## Business Administration General Track, Diploma (D25120M0)

**Program Length:** 3 semesters

**Program Sites:** Lee Main Campus, Day Program; some evening classes available; Chatham Main Campus some day courses available; Distance Education

**Career Pathway Options:** Associate in Applied Science Degree in Business Administration (General); Diploma in Business Administration (General)

<b>Suggested Course Schedule</b>		<b>Class</b>	<b>Lab</b>	<b>Work</b>	<b>Credits</b>	<b>Notes:</b>
<b>1st Semester (fall)</b>						
ACC 120	Principles of Financial Accounting	3	2	0	4	
BUS 110	Introduction to Business	3	0	0	3	
BUS 137	Principles of Management	3	0	0	3	
ACA 122	College Transfer Success	0	2	0	1	
Mathematics requirement		2	2	0	3	MAT-110 or MAT-143
	<b>Total Semester Hours</b>	<b>11</b>	<b>6</b>	<b>0</b>	<b>14</b>	
<b>2nd Semester (spring)</b>						
ACC 121	Principles of Managerial Accounting	3	2	0	4	
BUS 125	Personal Finance	3	0	0	3	
CIS 110	Introduction to Computers	2	2	0	3	
Economics Requirement		3	0	0	3	
ENG 111	Writing & Inquiry	3	0	0	3	
	<b>Total Semester Hours</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>	
<b>3rd Semester (summer)</b>						
BUS 115	Business Law I	3	0	0	3	
MKT 120	Principles of Marketing	3	0	0	3	
	<b>Total Semester Hours</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	
<b>Total Semester Credits Required for Graduation: 36</b>						