



*Associate in Applied Science Degree (AAS)*  
***Business Administration (NMC Code 105)***

*Course Sequence Guide*

Effective Fall 2019 (Updated 3/2019)

YEAR 1 - FALL SEMESTER			Credits	Contacts	Grade	Comments
BUS	101	Introduction to Business	3	3		
BUS	105	Business Mathematics*	3	3		
CIT	100	Computers in Business – An Introduction	3	3		
ENG	111	English Composition	4	4		
Math: Students must place into MTH 111 or higher*** or complete MTH 23** with a 2.0 or higher (4 credits).			(4)	(4)		
<b>Total</b>			<b>13</b>	<b>13</b>		
YEAR 1 - SPRING SEMESTER			Credits	Contacts	Grade	Comments
BUS	155	Interpersonal Communications	3	3		
CIT	210	Microsoft Office – Excel	3	3		
ECO	201	Principles of Macroeconomics	3	3		
MGT	241	Principles of Management	3	3		
Elective		Directed Elective (see list below)	3	3		
<b>Total</b>			<b>15</b>	<b>15</b>		
YEAR 2 - FALL SEMESTER			Credits	Contacts	Grade	Comments
ACC	121	Accounting Principles I	4	4		
BUS	231	Professional Communications	3	3		
BUS	261	Business Law I	3	3		
MKT	201	Principles of Marketing	3	3		
PHL	201	Ethics, <b>OR</b>	3	3		
	202	Contemporary Ethical Dilemmas, <b>OR</b>				
	203	Environmental Ethics				
<b>Total</b>			<b>16</b>	<b>16</b>		
YEAR 2 - SPRING SEMESTER			Credits	Contacts	Grade	Comments
ACC	123	Accounting Principles II	4	4		
BUS	290	Business Administration Internship	3	3		
Elective		Directed Elective (see list below)	2+	2+		
MGT	251	Human Resources Management	3	3		
Science		Any Group I course with lab	4	5		
<b>Total</b>			<b>16</b>	<b>17</b>		
<b>Program Total</b>			<b>60</b>	<b>61</b>		

**Program Notes:**

- \* It is recommended that BUS 105 be taken before or concurrently with ACC 121.
- \*\* These credits do not count toward degree requirements.
- \*\*\* Or a higher level math course.

Directed Electives – choose any combination for 5 credits:

ACC 223	Cost Accounting	4
ACC 231	Federal Income Tax Problems	3
ACC 241	Principles Fraud Examination	3
CIT 119	Microsoft Office – Word	3
CIT 122A	Computer/Internet Basics I	1
CIT 124	Microsoft Office - PowerPoint	2
CIT 213	Networking Technologies	4
CIT 216	Computerized Accounting Systems	2
COM 111	Public Speaking	4
ECO 202	Principles of Microeconomics	3
ENG 112	English Composition	4
MKT 208	Digital Marketing	2
MKT 241	Principles of Advertising	3
MTH 111	Intermediate Algebra***	4
MTH 131	Probability and Statistics	3
VCA 150	Digital Graphic Design I	3