

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
BUSINESS ADMINISTRATION (A25120)**

Effective: Fall 2012

Revised: 02/03/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
	Math Elective	2	2	0	3
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	Totals	13	4	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS116	Business Law II	3	0	0	3
BUS121	Business Math	2	2	0	3
BUS135	Principles of Supervision	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
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	Totals	13	6	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
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	Totals	6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
BUS153	Human Resource Management	3	0	0	3
BUS225	Business Finance	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Major Elective	3	0	0	3
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	Totals	17	2	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS285	Business Management Issues	2	2	0	3
COM231	Public Speaking	3	0	0	3
	or				
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	6	0	0	6
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	Totals	14	2	0	15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

***Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

PROGRAM FACT SHEET

BUSINESS ADMINISTRATION

A25120

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small businesses or industries.

Awards

Associate Degree: Business Administration (A25120)

Diploma: Not Applicable

Certificate: Small Business Startup (C25120C1)

Certificate: Small Business Management (C25120C2)

Certificate: Entrepreneurship I (C25120C5)

Certificate: Entrepreneurial Innovation (C25120C6)

Certificate: Entrepreneurial Applications (C25120C7)

Certificate: Contract Management (C25120C8)

Certificate: Organizational Leadership (C25120C09)

Certificate: Business Foundations (C25120C10)

Certificate: Business Foundations (C25120H1)

Length of Program: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Length of Program:

Prerequisite:

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

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Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Cindy Burns

Telephone Number: (910) 678-8541

Office Location: Cumberland Hall, Room 377H

Email: burns@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Title IV Financial Aid/VA Services: Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/03/12