

ACADEMIC MAP

Business Administration, C.A.S



Semester 1

COURSE	CR	COMMENTS
ENGL 101 ~COMPOSITION 1	3	
CS 101 INTRO TO PC APPLICATIONS	4	
GBUS 101 INTRO TO BUSINESS	3	** COLL 101 EMBEDDED
ECON 202 MACROECONOMICS	3	
MATH 120 QUANTITATIVE LITERACY	3	
TOTAL:	16	



The **Certificate of Applied Science in Business Administration** gives

students a background in business skills and competencies and prepares them for entry-level positions in a variety of business settings.



MILESTONE COURSE:

These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.



CAREER PLANNING: As you prepare for your last semester with the Certificate of Applied Science, visit the Career Services to write

your resume, plan your job search, and learn how to have a successful interview. Apply to graduate with the Certificate of Applied Science in Business Administration during your second semester. See your advisor for assistance in moving into the Associate of Applied Science in Business Administration.



Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

Semester 2

COURSE	CR	COMMENTS
ENGL 102 ~COMPOSITION 2	3	
BTEC 275 ADVANCED BUSINEESS APPLICATIONS	3	
COMM 111 ~FUNDAMENTALS OF SPEECH	3	
ECON 201 MICROECONOMICS	3	
GBUS 117 FINANCIAL BUSINESS APPLICATION	3	
TOTAL:	15	

TOTAL DEGREE CREDITS:

31

General Education Courses



To ensure breadth and depth as students meet these broad education goals, the curriculum focuses on six academic "strands."

Composition & Rhetoric	Science & Technology	Math & Quantitative Skills	Society, Diversity, & Connections	Human Inquiry & the Past	The Arts & Creativity
6 Cr. Hrs.	4 Cr. Hrs.	3 Cr. Hrs.	3 Cr. Hrs.	0 Cr. Hrs.	0 Cr. Hrs.
ENGL 101 ENGL 102	CS 101	MATH 120 OR HIGHER	COMM 111 ECON 201 ECON 202		Included in BASBA